



Systems Documentation — Financial II

Library Reference Number: FI10003

Document Management System Reference: Systems Documentation – Financial II

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Revision History

Document Version Number	Revision Date	Revision Page Number(s)	Reason for Revisions	Revisions Completed By
Version 1.0	October 1999	Multiple	Package C Updates	Heather Wisnieski
Version 2.0	December 2000	Multiple	New Format	Gina Lacy
Version 2.1	February 2001	Chapter 6	CSR #IN012731 update	Karen Girgis
Version 3.0	August 2004	All	HIPAA updates, repaginate to print double-sided, converted fonts and margins to style guide standards, changed name throughout to <i>Systems Documentation</i> from <i>TP Users Guide</i> . Updated CPT/CDT disclaimer. Corrected usage of <i>ad hoc</i> throughout manual.	Finance Unit/Systems/ HIPAA Publications

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Section 1: Expenditure Search Window

Introduction

The Expenditure Search window allows the flexibility to inquire on any existing expenditure payout, regardless of payee type. Entry of a valid entity ID will bring up a list of payouts associated with that entity. To enter search criteria, click **options** and select the appropriate **payee type**. This allows the ID of the payee to be typed in. In addition, this window must be accessed to begin entry of a new expenditure payout. Press **New** to create a new expenditure payout.

The screenshot shows a window titled "Expenditure Search" with a menu bar containing "File", "Edit", "Applications", and "Options". The main area contains several input fields for search criteria: "Recipient ID", "Carrier Number", "Provider ID", "Loc", "County Code", "Expenditure ID", "Prem. Account", and "Account Name". A "Search" button is located to the right of these fields. Below the input fields is a table with the following headers: "Expenditure ID", "Amount", "Activation Date", and "Provider Name". The table is currently empty. At the bottom of the window are three buttons: "New", "Select", and "Exit".

Expenditure ID	Amount	Activation Date	Provider Name
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Figure 1.1- Expenditure Search Window

Expenditure Search			
File	Edit	Applications	Options
New	Copy	Ad hoc Reporting	Search
Select	Paste	Claims	Reset Limits
Print	Cut	Financial	Account
Exit		Managed Care	Carrier
Exit IndianaAIM		MARS	County
		Prior Authorization	Provider
		Provider	Recipient
		Recipient	
		Reference	
		Security	
		SURS	
		Third Party Liability	

Figure 1.2 – Expenditure Search Window Menu Tree

Figure 1.2 is an illustration of the menu tree for the Expenditure Search window. The menu titles on this illustration reflect the overall menu commands and window options on the Expenditure window.

Menu Bar

The Menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title and a drop-down box displays. Use the mouse and click the **command** or press the **Alt** key plus the underscored letter of the desired command.

Menu Selection: File

This command provides the following options:

New - Opens the Payee Selection window.

Select - Selects the highlighted information.

Print - Print the screen, window, or the data window.

Exit - Returns to the previous window.

Exit IndianaAIM - Exits IndianaAIM.

Menu Selection: Edit

This menu command allows adjustments to data typed.

Copy - Copies text to be transferred to another area or application.

Paste - Pastes cut or copied text from another area within the financial functional area.

Cut - Deletes text and places it on the clipboard.

Menu Selection: Applications

This menu option allows access to all the functional areas available in the IndianaAIM system.

Ad hoc Reporting - Click **Ad hoc Reporting** to access the Ad hoc Reporting Menu.

Claims - Click **Claims** to access the Claims Menu.

Financial - Click **Financial** to access the Financial Menu.

Managed Care - Click **Managed Care** to access the Managed Care Menu.

MARS - Click **MARS** to access the MARS Menu.

Prior Authorization - Click **Prior Authorization** to access the Prior Authorization Menu.

Provider - Click **Provider** to access the Provider Menu.

Recipient - Click **Recipient** to access the Recipient Search window.

Reference - Click **Reference** to access the Reference Menu.

Security - Click **Security** to access the Security Menu.

SURS - Click **SURS** to access the SURS Menu.

Third Party Liability - Click **Third Party Liability** to access the Third Party Liability Menu.

Menu Selection: Options

This command allows access to another window with out closing the current window.

Search - Allows capability to search for a specific Expenditure once it has been highlighted on the screen

Reset Limits - Regenerates window

Account - Allows entry of an account ID as a search parameter

Carrier - Allows entry of a Carrier Number as a search parameter

County - Allows entry of a County Code as a search parameter

Provider - Allows entry of a Provider ID as a search parameter

Recipient - Allows entry of a Provider ID as a search parameter

Field Information

Field Name: RECIPIENT ID

Description - Number that identifies the member to whom the expenditure is paid. Optional field is used if the expenditure payout is connected to a specific member

Format - 12 numeric characters (999999999999)

Features - None

Edit - 91006 Recipient ID Field is Required!

To Correct - Type a Recipient ID

Edit - 91029 Recipient ID must be Numeric!

To Correct - Verify and type a valid Recipient ID

Edit - 91011 Record not Found - please try again!

To Correct - Verify and type a valid Recipient ID

Field Name: CARRIER NUMBER

Description - Number that identifies the insurance carrier to whom the payment is made. Optional field is used if an insurance carrier is connected to the expenditure payout.

Format - Seven alphanumeric characters

Features – None

Field Name: PROVIDER ID

Description - Number that identifies the provider to whom the expenditure is paid. Optional field is used if a provider is connected to a specific expenditure payout

Format - Nine numeric characters (999999999)

Features - None

Edit - 91006 Provider ID Field and Location Code is Required!

To Correct - Type a Provider ID

Edit - 91029 Provider ID must be Numeric!

To Correct - Verify and type a valid Provider ID

Edit - 91011 Record not Found - please try again!

To Correct - Verify and type a valid Provider ID

Field Name: SERVICE LOCATION CODE

Format - One alpha character

Features - None

Edit - 91006 Location Code Field is Required!

To Correct - Type a Location Code

Edit - 91011 Record not Found - please try again!

To Correct - Verify and type a valid Location Code

Field Name: COUNTY CODE

Description - Number that identifies the county to which a payment is made. Optional field is used if a county is connected with the expenditure payout

Format - Two alphanumeric characters (99)

Features - None

Edit - 91029 County Code must be Numeric!

To Correct - Verify and type a valid County Code

Field Name: EXPENDITURE ID

Description - Number assigned by the system to track existing expenditures

Format - Nine numeric characters (999999999)

Features - Propagated from expenditure table

Edit - 91029 Expenditure ID must be numeric!

To Correct - Verify and type a valid expenditure number.

Edit - 911006 Expenditure Field is required.

To Correct - Verify and type a valid expenditure number.

Field Name: PREM. ACCOUNT

Description – Number that identifies the premium vendor account number to whom the expenditure is paid

Format – Nine numeric characters

Features - None

Edit – 9011, Record not found – please try again

To Correct – Enter correct premium account number

Edit –Item does not pass validation test

To Correct – Enter a valid nine numeric character account number

Field Name: ACCOUNT NAME

Description - Name that the expenditure payout was credited

Format - 32 alphanumeric characters

Features - None

Edit - 91006 Account Name Field is Required

To Correct - Type an Account Name

Edit - 91011 Record not Found - please try again!

To Correct - Verify and type a valid Name

Field Name: EXPENDITURE ID

Description - Number assigned by the system to track existing expenditures

Format - Nine numeric characters (999999999)

Features - Propagated from expenditure table

Edit - 91029 Expenditure ID must be numeric!

To Correct - Verify and type a valid expenditure number.

Edit - 91006 Expenditure field is required.

To Correct - Verify and type a valid expenditure number.

Field Name: AMOUNT

Description – Displays the amount of the expenditure

Format – Nine numeric characters

Features – System generated

Edit - None

To Correct –N/A

Field Name: ACTIVATION DATE

Description - Date the Expenditure ID is activated

Format - Eight numeric characters (CCYYMMDD)

Features - Propagated from expenditure table

Edit - None

To Correct - N/A

The following field name changes on-line depending on the Payee Type selected. For illustration purposes the definition of only one payee type field is provided.

Field Name: PROVIDER NAME

Description - Name of the provider receiving the expenditure payout

Format - 32 alphanumeric characters

Features - None

Edit - None

To Correct - N/A

Other Messages

Edit - 91024 No Match Found!

To Correct - N/A

System Information

PBL - FINC02.PBL

Window - W_EXPEND_SEARCH

Menu - M_EXPEND_SEARCH

Data Window - DW_EXPEND_SEARCH_PAYEE

DW_EXPEND_SEARCH_CARRIER

DW_EXPEND_SEARCH_COUNTY

DW_EXPEND_SEARCH_OTHER

DW_EXPEND_SEARCH_PROV

DW_EXPEND_SEARCH_RECIP

System Features

Click the **New** button to access the Expenditure Maintenance window.

Click the **Select** button to access the maintenance window of the highlighted line.

Click the **Exit** button to exit this window.

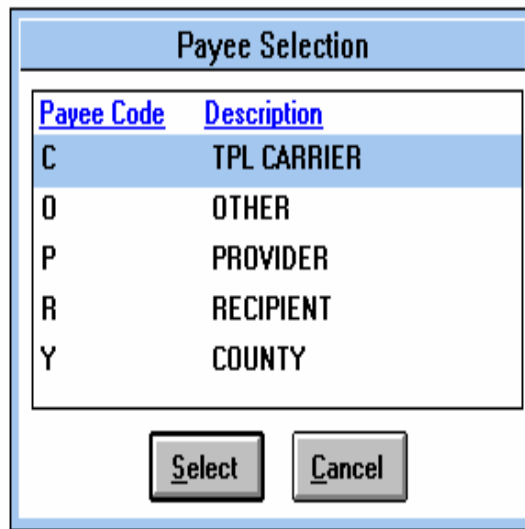
Double click selected line to access the maintenance window for that expenditure.

Click the **Search** button to create a list of expenditures matching the selection criteria.

Section 2: Payee Selection Window

Introduction

The Payee Selection window provides the ability to select the entity that receives the expenditure payout such as TPL Carrier, Provider, or Attorney.



The screenshot shows a window titled "Payee Selection". Inside the window is a table with two columns: "Payee Code" and "Description". The table contains five rows of data. Below the table are two buttons: "Select" and "Cancel".

<u>Payee Code</u>	<u>Description</u>
C	TPL CARRIER
O	OTHER
P	PROVIDER
R	RECIPIENT
Y	COUNTY

Figure 2.1– Payee Selection Window

Field Information

Field Name: PAYEE CODE

Description - Code used to identify the type of individual payee

Format - One alpha character

Features - Highlight line and select (see tables manual for valid values)

Edit - None

To Correct - N/A

Field Name: DESCRIPTION

Description - Description of the specific payee code selected

Format - 32 alphanumeric characters

Features - None

Edit - None

To Correct - N/A

Other Messages

None

System Information

PBL - FINC02.PBL

Window - W_EXPEND_PAYEE_SELECT

Menu - NONE

Data Window - DW_EXPEND_PAYEE_TYPE

System Features

Click the **Select** button to choose the highlighted Payee Code for the Expenditure Payout.

Click the **Cancel** button to exit this window.

Double click selected line to choose the highlighted Payee Code for the Expenditure Payout.

Section 3: Payee (Carrier) Window

Introduction

The Payee (Carrier) window allows the address associated with an insurance carrier payee to be typed. This window is viewed when 'Carrier' is selected at the Payee Selection window. This information is maintained on file for each expenditure payout issued.

The screenshot shows a window titled "Payee" with a light blue header. Below the header, there are several input fields with labels in blue text: "Carrier Number:" followed by a small text box; "Carrier Name:" followed by a larger text box; "Contact Name:" followed by a larger text box; "Address 1:" followed by a text box; "Address 2:" followed by a text box; "City:" followed by a text box, "State:" followed by a small dropdown menu, and "Zip Code:" followed by a text box and a hyphen; "Phone Number:" followed by a text box with a hyphen, and "Extension:" followed by a text box. At the bottom of the window, there are two buttons: "Save" and "Exit".

Figure 3.1 – Payee (Carrier) Window

Field Information

Field Name: CARRIER NUMBER

Description - Number that identifies the TPL insurance carrier to whom the payment is made

Format - Seven alphanumeric characters

Features - None

Edit - 91011 Record not Found - please try again!

To Correct - Verify and type a valid Carrier Number

Field Name: CARRIER NAME

Description - Name of the insurance carrier to whom the Payment is made

Format - 32 alphanumeric characters

Features - None

Edit - 91034 Name must contain only A-Z, 0-9!

To Correct - Verify and type a valid Name

Edit - 91006 Name Field is Required!

To Correct - Type a valid Name

Field Name: CONTACT NAME

Description - Indicates the name of the person of contact

Format - 32 alphanumeric characters

Features - None

Edit - 91034 Name must contain only A-Z, 0-9!

To Correct - Verify and type a Name

Field Name: ADDRESS 1

Description - Primary address for payee

Format - 32 alphanumeric characters

Features - None

Edit - 91006 Address Field is Required!

To Correct - Type an Address

Field Name: ADDRESS 2

Description - Second address line for payee

Format - 32 alphanumeric characters

Features - None

Edit - None

To Correct - N/A

Field Name: CITY

Description - City of the payee

Format - 15 alphanumeric characters

Features - None

Edit - 91006 City Field is required!

To Correct - Type a valid City

Edit - 91034 City must contain only A-Z, 0-9!

To Correct - Verify and type a valid City

Field Name: STATE

Description - State of the payee

Format - Two alpha characters

Features - None

Edit - 91036 Invalid State code!

To Correct - Verify and type a valid state code

Field Name: ZIP CODE

Description - Zip code of the payee

Format - Nine numeric characters

Features - None

Edit - 91029 Zip Code must be numeric!

To Correct - Verify and type a valid zip code

Edit - 91059 Zip Code must be five characters!

To Correct - Verify and type a valid zip code

Edit - 91029 Zip Code Suffix must be numeric!

To Correct - Verify and type a valid Zip Code Suffix

Edit - 91059 Zip Code Suffix must be four characters!

To Correct - Verify and type a valid zip code suffix

Field Name: PHONE NUMBER

Description - Telephone number of the payee

Format - Seven numeric characters (999-9999)

Features - None

Edit - 91029 Phone Number must be numeric!

To Correct - Verify and type a valid Phone Number

Edit - 91061 Phone Number must be 10 characters!

To Correct - Verify and type a valid phone number

Field Name: EXTENSION

Description - Extension number of the payee phone number

Format - Four numeric characters (9999)

Features - None

Edit - 91029 Extension must be numeric!

To Correct - Verify and type a valid extension

Other Messages

Edit - 91011 Record not Found - please try again!

To Correct - N/A

System Information

PBL - FINC02.PBL

Window - W_EXPEND_PAYEE

Menu - NONE

Data Window - DW_EXPEND_PAYEE_CARRIER

DW_EXPEND_PAYEE_OTHER

DW_EXPEND_PAYEE_PROV

System Features

Click the **Save** button to save the Payee's information.

Click the **Exit** button to exit this window.

Section 4: Payee (Provider) Window

Introduction

The Payee (Provider) window allows the address associated with an insurance Provider payee to be typed. This window is viewed when 'Provider' is selected at the Payee Selection window. This information is maintained on file for each expenditure payout issued.

The screenshot shows a window titled "Payee". Inside the window, there are several input fields and labels:

- Provider Id:** A text box with a blue border.
- Service Location Code:** A small text box with a blue border.
- Provider Name:** A long text box.
- Address Line1:** A text box.
- Address Line2:** A text box.
- City:** A text box.
- State:** A small text box.
- Zip Code:** A text box followed by a hyphen and another small text box.
- Phone Number:** A text box followed by a hyphen and another small text box.
- Extension:** A small text box.

At the bottom of the window, there are two buttons: "Save" and "Exit".

Figure 4.1 – Payee (Provider) Window

Field Information

Field Name: PROVIDER ID

Description - Number that identifies the insurance Provider ID to whom the payment is made

Format - Seven alphanumeric characters

Features - None

Edit - 91011 Record not Found - please try again!

To Correct - Verify and type a valid Provider ID Number

Field Name: SERVICE LOCATION CODE

Format - One alpha character

Features - None

Edit - 91006 Location Code Field is Required!

To Correct - Type a Location Code

Edit - 91011 Record not Found - please try again!

To Correct - Verify and type a valid Location Code

Field Name: PROVIDER NAME

Description - Name of the insurance Provider to which the Payment is made

Format - 32 alphanumeric characters

Features - None

Edit - 91034 Name must contain only A-Z, 0-9!

To Correct - Verify and type a valid Name

Edit - 91006 Name Field is Required!

To Correct - Type a valid Name

Field Name: ADDRESS 1

Description - Primary address of payee

Format - 32 alphanumeric characters

Features - None

Edit - 91006 Address Field is Required!

To Correct - Type an Address

Field Name: ADDRESS 2

Description - Second address line of payee

Format - 32 alphanumeric characters

Features - None

Edit - None

To Correct - N/A

Field Name: CITY

Description - City of the payee

Format - 15 alphanumeric characters

Features - None

Edit - 91006 City Field is required!

To Correct - Type a valid City

Edit - 91034 City must contain only A-Z, 0-9!

To Correct - Verify and type a valid City

Field Name: STATE

Description - State of the payee

Format - Two alpha characters

Features - None

Edit - 91036 Invalid State code!

To Correct - Verify and type a valid state code

Field Name: ZIP CODE

Description - Zip code of the payee

Format - Nine numeric characters

Features - None

Edit - 91029 Zip Code must be numeric!

To Correct - Verify and type a valid zip code

Edit - 91059 Zip Code must be five characters!

To Correct - Verify and type a valid zip code

Edit - 91029 Zip Code Suffix must be numeric!

To Correct - Verify and type a valid Zip Code Suffix

Edit - 91059 Zip Code Suffix must be four characters!

To Correct - Verify and type a valid zip code suffix

Field Name: PHONE NUMBER

Description - Telephone number of the payee

Format - Seven numeric characters (999-9999)

Features - None

Edit - 91029 Phone Number must be numeric!

To Correct - Verify and type a valid Phone Number

Edit - 91061 Phone Number must be 10 characters!

To Correct - Verify and type a valid phone number

Field Name: EXTENSION

Description - Extension number of the payee phone number

Format - Four numeric characters (9999)

Features - None

Edit - 91029 Extension must be numeric!

To Correct - Verify and type a valid extension

Other Messages

Edit - 91011 Record not Found - please try again!

To Correct - N/A

System Information

PBL - FINC02.PBL

Window - W_EXPEND_PAYEE

Menu - NONE

Data Window - DW_EXPEND_PAYEE_CARRIER

DW_EXPEND_PAYEE_OTHER

DW_EXPEND_PAYEE_PROV

System Features

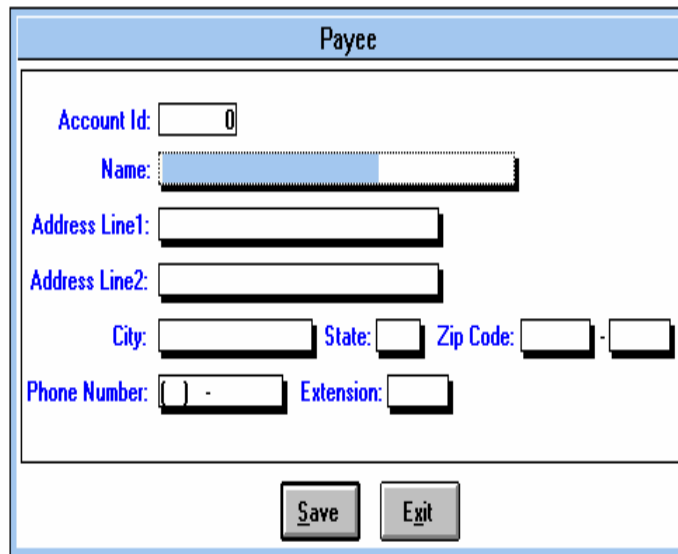
Click the **S**ave button to save the Payee's information.

Click the **E**xit button to exit this window.

Section 5: Payee (Account ID) Window

Introduction

The Payee (Account ID) window allows the address associated with an insurance Account ID payee to be typed. This window is viewed when 'Other' is selected at the Payee Selection window. This information is maintained on file for each expenditure payout issued.



The screenshot shows a window titled "Payee" with a light blue header bar. Inside the window, there are several input fields for payee information. The "Account Id" field contains the number "0". The "Name" field is empty. Below it are "Address Line1" and "Address Line2" fields, both empty. The "City" field is empty, followed by "State" and "Zip Code" fields, each with a dropdown arrow. The "Phone Number" field is empty, followed by an "Extension" field. At the bottom of the window, there are two buttons: "Save" and "Exit".

Figure 5.1 – Payee (Account ID) Window

Field Information

Field Name: ACCOUNT ID

Description - Number that identifies the insurance Account ID to whom the payment is made

Format - Seven alphanumeric characters

Features - None

Edit - 91011 Record not Found - please try again!

To Correct - Verify and type a valid Account ID Number

Field Name: NAME

Description - Name of the insurance account to which the Payment is made

Format - 32 alphanumeric characters

Features - None

Edit - 91034 Name must contain only A-Z, 0-9!

To Correct - Verify and type a valid Name

Edit - 91006 Name Field is Required!

To Correct - Type a valid Name

Field Name: ADDRESS LINE 1

Description - Primary address of payee

Format - 32 alphanumeric characters

Features - None

Edit - 91006 Address Field is Required!

To Correct - Type an Address

Field Name: ADDRESS LINE 2

Description - Second address line of payee

Format - 32 alphanumeric characters

Features - None

Edit - None

To Correct - N/A

Field Name: CITY

Description - City of the payee

Format - 15 alphanumeric characters

Features - None

Edit - 91006 City Field is required!

To Correct - Type a valid City

Edit - 91034 City must contain only A-Z, 0-9!

To Correct - Verify and type a valid City

Field Name: STATE

Description - State of the payee

Format - Two alpha characters

Features - None

Edit - 91036 Invalid State code!

To Correct - Verify and type a valid state code

Field Name: ZIP CODE

Description - Zip code of the payee

Format - Nine numeric characters

Features - None

Edit - 91029 Zip Code must be numeric!

To Correct - Verify and type a valid zip code

Edit - 91059 Zip Code must be five characters!

To Correct - Verify and type a valid zip code

Edit - 91029 Zip Code Suffix must be numeric!

To Correct - Verify and type a valid Zip Code Suffix

Edit - 91059 Zip Code Suffix must be four characters!

To Correct - Verify and type a valid zip code suffix

Field Name: PHONE NUMBER

Description - Telephone number of the payee

Format - Seven numeric characters (999-9999)

Features - None

Edit - 91029 Phone Number must be numeric!

To Correct - Verify and type a valid Phone Number

Edit - 91061 Phone Number must be 10 characters!

To Correct - Verify and type a valid phone number

Field Name: EXTENSION

Description - Extension number of the payee phone number

Format - Four numeric characters (9999)

Features - None

Edit - 91029 Extension must be numeric!

To Correct - Verify and type a valid extension

Other Messages

Edit - 91011 Record not Found - please try again!

To Correct - N/A

System Information

PBL - FINC02.PBL

Window - W_EXPEND_PAYEE

Menu - NONE

Data Window - DW_EXPEND_PAYEE_CARRIER

DW_EXPEND_PAYEE_OTHER

DW_EXPEND_PAYEE_PROV

System Features

Click the **Save** button to save the Payee information.

Click the **Exit** button to exit this window.

Section 6: Expenditure Maintenance Window

Introduction

The Expenditure Maintenance window allows the expenditure payment information to be typed. This window accommodates payouts to other non-provider entities such as attorneys, insurance carriers, etc. Payout transactions typed must be 'activated' by an authorized supervisor or manager before the payout occurs.

The screenshot shows a software window titled "Expenditure Maintenance" with a menu bar containing "File", "Edit", "Applications", and "Options". The window is divided into two main sections. The top section contains fields for provider information: "Provider Id:" (100215210), "Service Location Code:" (A), "Provider Name:" (METHODIST NEONATAL), "Address Line1:" (9201 CALUMET AVENUE), "Address Line2:" (empty), "City:" (MUNSTER), "State:" (IN), "Zip Code:" (46321), and "Phone Number:" ((219)836-2022). The bottom section contains fields for expenditure details: "Expenditure ID:" (4025), "Status:" (PROCESSED), "Date Added:" (1995/03/17), "Date Activated:" (1995/03/18), "Amount Paid:" (\$9,775.88), "Reason:" (ADVANCE SYS), "Program:" (Medicaid), "State Letter No.:" (000287), "County Code:" (empty), "CCN:" (empty), "Batch Seq. No.:" (00000), "Medicaid ID:" (empty), "Check Number:" (empty), and "Issue Date:" (0000/00/00). At the bottom of the window are six buttons: "Check Inquiry", "Comment", "New", "Save", "Delete", and "Exit".

Provider Id:	100215210	Service Location Code:	A
Provider Name:	METHODIST NEONATAL		
Address Line1:	9201 CALUMET AVENUE		
Address Line2:			
City:	MUNSTER	State:	IN
Zip Code:	46321		
Phone Number:	(219)836-2022	Extension:	

Expenditure ID:	4025	Status:	PROCESSED
Date Added:	1995/03/17	Date Activated:	1995/03/18
Amount Paid:	\$9,775.88		
Reason:	ADVANCE SYS	Program:	Medicaid
State Letter No.:	000287	County Code:	
CCN:		Batch Seq. No.:	00000
Medicaid ID:			
Check Number:		Issue Date:	0000/00/00

Buttons: Check Inquiry, Comment, New, Save, Delete, Exit

Figure 6.1 Expenditure Maintenance Window

Expenditure Maintenance			
File	Edit	Applications	Options
New	Copy	Ad hoc Reporting	Activate
Save	Paste	Claims	Account Receivable
Delete	Cut	Financial	Non-Provider Tax ID
Print		Managed Care	Check Inquiry
Exit		MARS	TPL Carrier/Sub Tax ID
Audit		Prior Authorization	Comment
Exit IndianaAIM		Provider	
		Recipient	
		Reference	
		Security	
		SURS	
		Third Party Liability	

Figure 6.2 – Expenditure Maintenance Menu Tree

Figure 6.2 is an illustration of the menu tree for the Expenditure Maintenance window. The menu titles on this illustration reflect the overall menu commands and window options on the Expenditure Maintenance window.

Menu Bar

The Menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title and a drop-down box displays. Use the mouse and click the **command** or press the **Alt** key plus the underscored letter of the desired command.

Menu Selection: File

This command provides the following options:

New - Opens another Expenditure Maintenance window

Save - Saves the information typed

Delete - Deletes the information added to the Expenditure Maintenance window

Print - Print the screen, window, or the data window

Exit - Returns to the previous window

Audit - Displays the audit trail for an expenditure

Exit IndianaAIM - Exits IndianaAIM

Menu Selection: Edit

This menu command allows you to make adjustments to data typed.

Copy - Copies text to be transferred to another area or application

Paste - Pastes cut or copied text from another area within the financial functional area.

Cut - Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows access to all the functional areas available in the IndianaAIM system.

Ad hoc Reporting - Click **Ad hoc Reporting** to access the Ad hoc Reporting Menu

Claims - Click **Claims** to access the Claims Menu

Financial - Click **Financial** to access the Financial Menu

Managed Care - Click **Managed Care** to access the Managed Care Menu

MARS - Click **MARS** to access the MARS Menu

Prior Authorization - Click **Prior Authorization** to access the Prior Authorization Menu

Provider - Click **Provider** to access the Provider Menu

Recipient - Click **Recipient** to access the Recipient Search window

Reference - Click **Reference** to access the Reference Menu

Security - Click **Security** to access the Security Menu

SURS - Click **SURS** to access the SURS Menu

Third Party Liability - Click **Third Party Liability** to access the Third Party Liability Menu

Menu Selection: Options

This command allows access to another window with out closing the current window.

Activate - Activates the payout transaction. This activation function is completed by an authorized supervisor or manager.

Accounts Receivable - This option highlights the Accounts Receivable field

Non-Provider Tax ID – This option generates the Non-Provider Tax ID Maintenance window used to type tax information for a non-provider

Check Inquiry - This option generates the Check Inquiry window to view the corresponding check associated with the expenditure payment

TPL Carrier/Sub Tax ID - This option generates the TPL Tax ID Maintenance window to type tax information for a carrier

Comment - This option generates the Expenditure Comments window to type comments pertaining to the expenditure

Field Information

The upper portion of this window displays the name and address information of the payee. The field names differ slightly depending on which payee type has been selected. For purposes of illustration only one payee type is reflected in this window definition (Carrier). The field definitions for all other payee types are the same. Only the field names change from one payee to another.

Field Name: PROVIDER ID

Description – Number that identifies the provider to whom the expenditure is being applied

Format - - nine numeric characters (999999999)

Features – System Generated

Edit - None

To Correct – N/A

Field Name: SERVICE LOCATION CODE

Description – Code that identifies the provider service location

Format - - One alpha character

Features – System Generated

Edit - None

To Correct-N/A

Field Name: PROVIDER NAME

Description – Name of the provider receiving the expenditure payout

Format - - 32 alphanumeric characters

Features - None

Edit - None

To Correct-N/A

Field Name: ADDRESS 1

Description - Primary address of payee

Format - 32 alphanumeric characters

Features - Propagated from Payee window

Edit - None

To Correct - N/A

Field Name: ADDRESS 2

Description - Second address line of payee

Format - - 32 alphanumeric characters

Features - Propagated from Payee window

Edit - None

To Correct - N/A

Field Name: CITY

Description - City of the payee

Format - 15 alphanumeric characters

Features - Propagated from Payee window

Edit - None

To Correct - N/A

Field Name: STATE

Description - State of the payee

Format - Two alphanumeric characters

Features - Propagated from Payee window

Edit - None

To Correct - N/A

Field Name: ZIP CODE

Description - Zip code of the payee

Format - Nine numeric characters

Features - Propagated from Payee window

Edit - None

To Correct - N/A

Field Name: PHONE NUMBER

Description - Telephone number of the payee

Format - Seven numeric characters (999-9999)

Features - Propagated from Payee window

Edit - None

To Correct - N/A

Field Name: EXTENSION

Description - Extension number of the payee phone number

Format - Four numeric characters (9999)

Features - Propagated from Payee window

Edit - None

To Correct - N/A

Field Name: EXPENDITURE ID

Description - Number used to identify payouts to non-providers

Format - Nine numeric characters (999999999)

Features - System Generated

Edit - None

To Correct - N/A

Field Name: STATUS

Description - Status of the Expenditure transaction

Format - Float

Feature - Drop-down box

- Valid values:
- Pending
- Processed

Edit - None

To Correct - N/A

Field Name: DATE ADDED

Description - Date that the Expenditure payout was added

Format - Eight numeric characters (CCYYMMDD)

Features - System Generated

Edit - None

To Correct - N/A

Field Name: DATE ACTIVATED

Description - Indicates the date that the Expenditure payout was supervisor/manager approved and activated

Format - Eight numeric characters (CCYYMMDD)

Features - System Generated

Edit - None

To Correct - N/A

Field Name: AMOUNT PAID

Description - Dollar amount of the expenditure to be established

Format - 10 numeric characters (\$99,999,999.99)

Features - None

Edit - 91006 Amount Paid Field is Required!

To Correct - Type an amount paid

Edit - 91029 Amount Paid must be Numeric!

To Correct - Verify entry and type a valid amount paid

Field Name: REASON

Description - Specific reason expenditure is setup (e.g. check advance, non-claim recoupment, etc.)

Format - Float

Features - Drop-down box (Please refer to the Tables Manual Section under Expenditure Reason Codes for a list of valid values)

Edit - 9050 Reason requires that the payee be a provider!

To Correct – Enter a valid provider

Edit - 91006 Reason Code Field is Required!

To Correct - Select a Reason Code

Field Name: PROGRAM

Description - The Health Coverage Program that the expenditure is associated with

Format - Float

Features - Drop-down box (Please refer to the Tables Manual Section under Health Coverage Program for a list of valid values)

Edit - 91006 Program Code Field is Required!

To Correct - Select a Program Code

Field Name: STATE LETTER NO.

Description – Reference number of expenditure

Format – Six alpha numeric characters

Features – System Generated

Edit - None

To Correct – N/A

Field Name: COUNTY CODE.

Description - Geographical county location for expenditure payout

Format - Float

Features – 91006 County Code Field is Required! (Only if no CCN and Sequence number is keyed)

Edit – Type the County Code

To Correct - Select a Program Code

Field Name: CCN

Description - Cash control number associated with expenditure payout.

Format - 11 numeric characters (YYJJBBBSSS)

Features - None

Edit - 91006 CCN Field is Required! (Only if no Correspondence number is keyed)

To Correct - Type a CCN

Edit - 9049 Invalid reason code for a CCN!

To Correct - If correct CCN is typed, return to cash receipt system for that CCN and type a new reason code that is associated with the payout

Field Name: BATCH SEQ. NO.

Description - Sequence number associated with the cash control number for this expenditure. This field is used for a payout associated with a cash receipt, such as an over refund from a provider

Format - Five numeric characters

Features - None

Edit - 91006 Batch SEQ. NO. Field is Required! (Only if no Correspondence number is keyed)

To Correct - Type the Batch SEQ. NO.

Edit - 9048 Batch Sequence number does not match a Cash Receipt!

To Correct - Type the valid Batch SEQ. NO.

Field Name: MEDICAID ID.

Description - Number assigned to Indiana Health Coverage Programs members

Format - 12 numeric characters (999999999999)

Features - None

Edit - 91029 RID number must be Numeric!

To Correct - Verify and type the valid RID NO.

Edit - 91006 Recipient ID Field is Required!

To Correct - Type the Recipient ID

Field Name: CHECK NUMBER.

Description – Date the expenditure payout was issued

Format – Nine numeric characters (999999999)

Features – System Generated

Edit - None

To Correct – N/A

Field Name: *ISSUE DATE.*

Description – Date the expenditure payout was issued

Format – Eight numeric characters (CCYYMMDD)

Features – System Generated

Edit – None

To Correct – N/A

Other Messages

Edit - 8004 No changes typed!

To Correct - N/A

Edit - 91011 Record not found - please try again!

To Correct - N/A

System Information

PBL - FINC02.PBL

Window - W_EXPEND_MAINT

Menu - M_EXPENDITURE_MAINT

Data Window - DW_EXPEND_PAYEE_CARRIER

DW_EXPEND_PAYEE_OTHER

DW_EXPEND_PAYEE_PROV

DW_EXPENDITURE_MAINT

DW_EXPENDITURE_MAINT_CASH

DW_EXPENDITURE_MAINT_RECIP

DW_EXPENDITURE_MAINT_CHECK

System Features

Click the **Check Inquiry** button to access the Check Inquiry window.

Click the **Comment** button to access the Expenditure Comments window

Click the **New** button to access a new Expenditure Maintenance window.

Click the **Save** button to save the expenditure information.

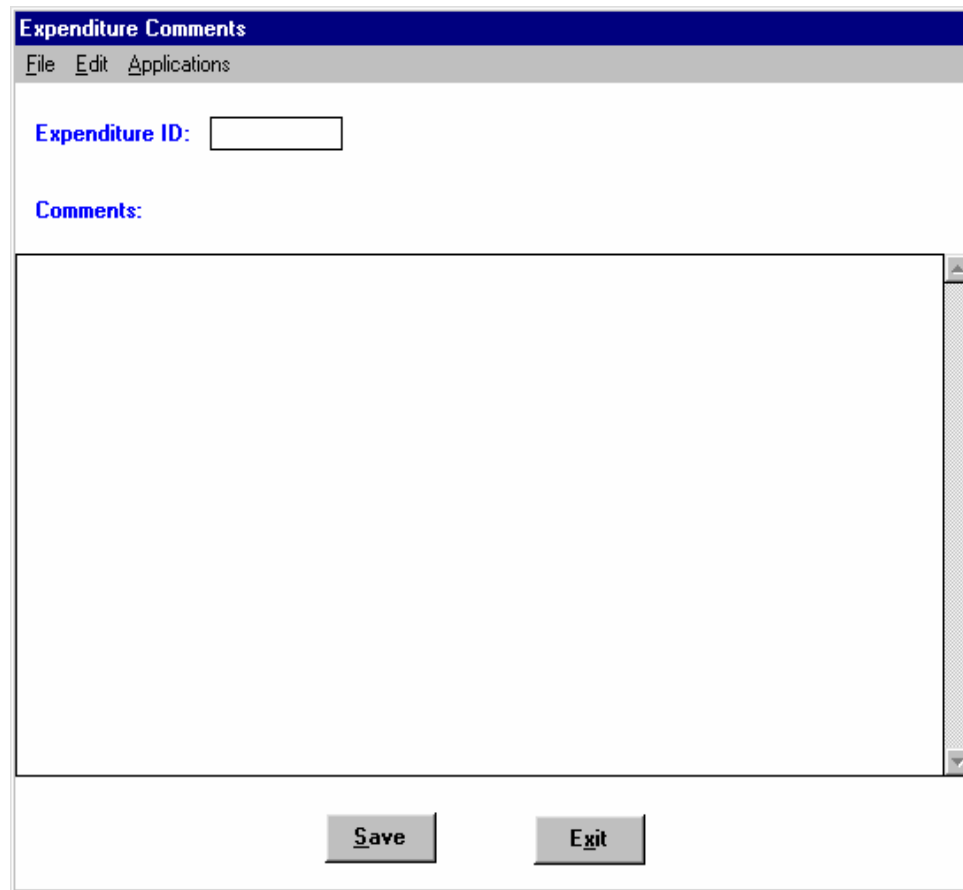
Click the **Delete** button to delete the expenditure information

Click the **Exit** button to exit this window.

Section 7: Expenditure Comments

Introduction

The Expenditure Comments window is for inputting comments pertaining to Expenditure payment information.



The screenshot shows a software window titled "Expenditure Comments". The window has a standard menu bar with "File", "Edit", and "Applications". Below the menu bar, there is a label "Expenditure ID:" followed by a single-line text input field. Below that is a label "Comments:" followed by a large, multi-line text area for entering comments. At the bottom of the window, there are two buttons: "Save" and "Exit".

Figure 7.1 – Expenditure Comments

Expenditure Comments		
File	Edit	Applications
Save	Copy	Ad hoc Reporting
Print	Paste	Claims
Exit	Cut	Financial
Audit		Managed Care
Exit IndianaAIM		MARS
		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 7.2 – Expenditure Comments Window Menu Tree

Figure 7.2 is an illustration of the menu tree for the Expenditure Comments window. The menu titles on this illustration reflect the overall menu commands and window options on the Expenditure Comments window.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title and a drop-down box displays. Use the mouse and click the **command** or press the **Alt** key plus the underscored letter of the desired command.

Menu Selection: File

This command provides the following options:

Save - Saves information typed

Print - Print the screen, window, or the data window

Exit - Returns to the previous window

Audit - Displays the audit trail for an expenditure comment

Exit IndianaAIM - Exits IndianaAIM

Menu Selection: Edit

This menu command allows you to make adjustments to data typed.

Copy - Copies text to be transferred text to another area or application

Paste - Pastes cut or copied text from another area within the financial functional area.

Cut - Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows access to all functional areas available in the IndianaAIM system.

Ad hoc Reporting - Click **Ad hoc Reporting** to access the Ad hoc Reporting Menu

Claims - Click **Claims** to access the Claims Menu

Financial - Click **Financial** to access the Financial Menu

Managed Care - Click **Managed Care** to access the Managed Care Menu

MARS - Click **MARS** to access the MARS Menu

Prior Authorization - Click **Prior Authorization** to access the Prior Authorization Menu

Provider - Click **Provider** to access the Provider Menu

Recipient - Click **Recipient** to access the Recipient Search window

Reference - Click **Reference** to access the Reference Menu

Security - Click **Security** to access the Security Menu

SURS - Click **SURS** to access the SURS Menu

Third Party Liability - Click **Third Party Liability** to access the Third Party Liability Menu

Field Information

Field Name: EXPENDITURE ID

Description - Number used to identify payouts to providers and non-providers

Format - Nine numeric characters (999999999)

Features - System Generated

Edit - None

To Correct - N/A

Field Name: COMMENTS

Description - Type comments pertaining to the expenditure ID.

Format - 250 alphanumeric characters

Features - N/A

Edit - None

To Correct - N/A

System Information

PBL - FINC02.PBL

Window - W_EXPEND_COMMENTS

Menu - M_EXPEND_COMMENTS

Data Window - DW_EXPEND_COMMENTS

System Features

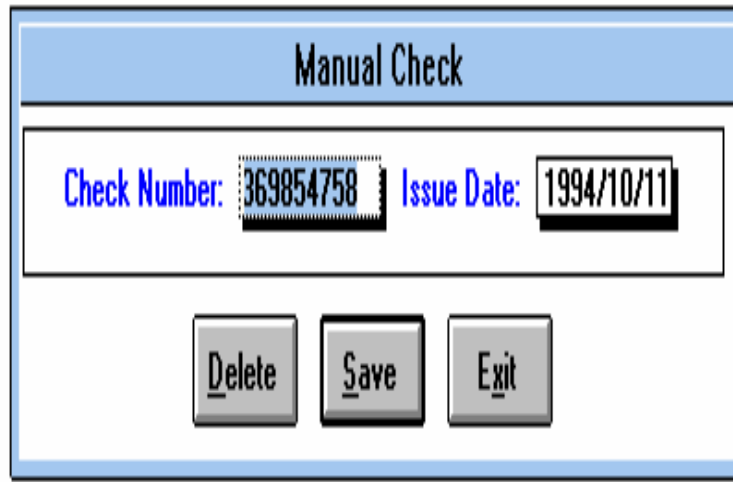
Click the **Save** button to save the expenditure comment information.

Click the **Exit** button to exit this window.

Section 8: Manual Check Window

Introduction

The Manual Check window is used for entering the check number and the date of a manual check. Non-providers entries are typed for information purposes and to report outgoing expenditures.



The screenshot shows a window titled "Manual Check". Inside the window, there are two input fields: "Check Number:" with the value "369854758" and "Issue Date:" with the value "1994/10/11". Below these fields are three buttons: "Delete", "Save", and "Exit".

Figure 8.1 – Manual Check Window

Field Information

Field Name: CHECK NUMBER

Description - Number used to identify the check

Format - Nine numeric characters (999999999)

Features - None

Edit - 91007 Check Number Data must be numeric!

To Correct - Type the valid Check Number

Field Name: ISSUE DATE

Description - Date the expenditure payout was issued

Format - Eight numeric characters (CCYYMMDD)

Features - None

Edit - 91001 Invalid Date (CCYYMMDD)

To Correct - Type the valid Date

Other Messages:

None

System Information

PBL - FINC02.PBL

Window - W_EXPEND_MANUAL_CHECK

Menu - NONE

Data Window - DW_EXPEND_MANUAL_CHECK

DW_EXPENDITURE_MAINT

DW_EXPEND_CHECK_XREF

System Features

Click the **Delete** button to delete a manual check entry.

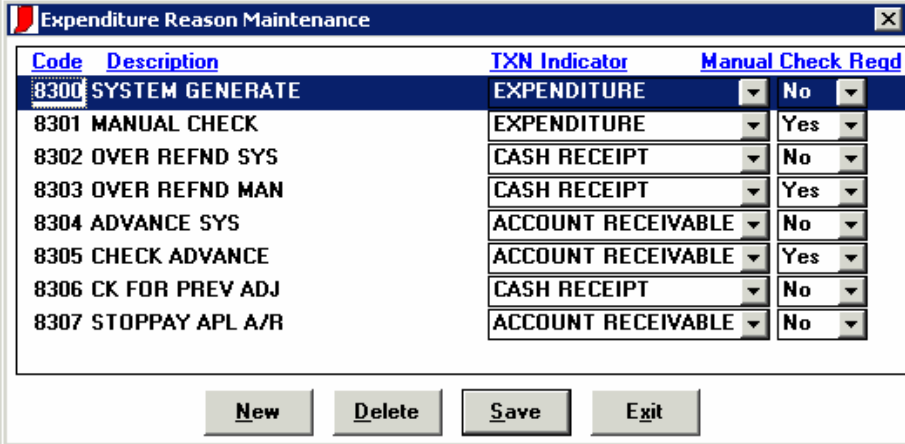
Click the **Save** button to save the check number and issue date.

Click the **Exit** button to exit this window.

Section 9: Expenditure Reason Maintenance Window

Introduction

The Expenditure Reason Maintenance window is used for entering and updating reason code(s). The Expenditure Reason Maintenance window explains the type of expenditure that will occur.



The screenshot shows a window titled "Expenditure Reason Maintenance". It contains a table with four columns: "Code", "Description", "TXN Indicator", and "Manual Check Reqd". The table lists seven reason codes. Below the table are four buttons: "New", "Delete", "Save", and "Exit".

Code	Description	TXN Indicator	Manual Check Reqd
8300	SYSTEM GENERATE	EXPENDITURE	No
8301	MANUAL CHECK	EXPENDITURE	Yes
8302	OVER REFND SYS	CASH RECEIPT	No
8303	OVER REFND MAN	CASH RECEIPT	Yes
8304	ADVANCE SYS	ACCOUNT RECEIVABLE	No
8305	CHECK ADVANCE	ACCOUNT RECEIVABLE	Yes
8306	CK FOR PREV ADJ	CASH RECEIPT	No
8307	STOPPAY APL A/R	ACCOUNT RECEIVABLE	No

Figure 9.1 – Expenditure Reason Maintenance Window

Field Information

Field Name: CODE

Description - Indicates the numeric value of the reason code table

Format - Four numeric characters

Features - Drop-down box (Please refer to the Tables Manual Section under Expenditure Reason Codes for a list of valid values)

Edit - None

To Correct - N/A

Field Name: DESCRIPTION

Description - This field is used to describe the specific reason code being added or updated

Format - Float

Features - Drop-down box (Please refer to the Tables Manual Section under Expenditure Reason Codes for a list of valid values)

Edit - None

To Correct - N/A

Field Name: TXN INDICATOR

Description - Transaction associated with the expenditure reason code

Format - 32 alpha characters

Features - Drop-down box

Valid Values:

Expenditure

Cash Receipt

Accounts Receivable

Edit - None

To Correct - N/A

Field Name: MANUAL CHECK REQD

Description – Identifies whether a manual check has been requested

Format - Float

Features – Drop down menu to choose yes or no

Edit - None

To Correct – N/A

Other Messages

None

System Information

PBL - FINC02.PBL

Window - W_EXPENDITURE_REASONS

Menu - NONE

Data Windows - DW_EXPENDITURE_REASONS

System Features

Click the **New** button to enter a new reason code.

Click the **Delete** button to delete a reason code.

Click the **Save** button to save the information entered.

Click the **Exit** button to exit this window.

Section 10: Provider Accounts Receivable Setup/Maintenance for Expenditure Window

Introduction

The Provider Accounts Receivable Setup/Maintenance for Expenditure window is used by EDS to setup manual Accounts Receivables that are the direct result of an expenditure payout. This window allows the flexibility to change the total amount or percent to be recouped from a provider's check each cycle. The effective date to start recoupments can be changed to reflect a future date.

The screenshot shows a software window titled "Provider Accounts Receivable Setup/Maintenance". The window has a menu bar with "File", "Edit", "Applications", and "Options". The main area contains several input fields and buttons. The fields are organized into sections: "AR Number" (5000048018460), "Effective Date" (20000310), "Provider" (100215210), "Interest Accrual Date" (2000/03/10), "Status" (Closed), "Setup Date" (2000/03/10), "Tracking Status" (RESEARCH), "Program Code" (Medicaid), "Reason" (A/R - result of claim adjustment), "Setup Amount" (\$2.40), "Recoup Amount" (\$0.00), "Recipient" (empty), "Recoup Percentage" (100%), "Total dispositions" (\$2.40), "Applied Interest" (\$0.00), "Interest Due" (\$0.00), "Principal" (\$0.00), "Balance" (\$0.00), "Original ICN" (1199147031070), and "Expenditure Check" (empty). At the bottom, there are buttons for "New AR Number" (with an "Inquire" button next to it), "Comments", "Dispositions", "Expenditure", "New", "Save", and "Exit".

Figure 10.1 – Provider Accounts Receivable Setup/Maintenance for Expenditure

Field Information

Field Name: A/R NUMBER

Description - A number assigned to each provider to track Accounts Receivable activity

Format - 13 numeric characters (RRYYJJBBBSSS)

Features - None

RR Region

YY Year

JJJ Julian Date

BBB A/R Batch Number

SSS Sequence Number

Region and Batch Number - The valid region code for manually established accounts receivables is 60. Accounts Receivables which are established as a result of a negative claim adjustment maintain the region code, year, Julian date, batch number, and sequence of the adjustment (daughter) claim. For a list of valid batch numbers for manually established Accounts Receivables, please refer to the Tables Manual section under A/R batch numbers.

Edit - 91029 Control Number must be Numeric!

To Correct - Verify and type a valid A/R Number

Edit - 91006 Control Number Field is Required!

To Correct - Type an A/R Number

Edit - 9056 Control Number must be 13 digits!

To Correct - Verify and type a valid A/R Number

Edit - 9021 Control Number Julian days invalid!

To Correct - Verify and type a valid A/R Number

Edit - 9037 Batch Number not on Batch Table!

To Correct - Verify and type a valid A/R Number

Edit - 91019 A/R Number Record already exists!

To Correct - Type a new A/R Number

Field Name: EFFECTIVE DATE

Description - Indicates the date the Accounts Receivable starts to offset from provider payments

Format - Eight numeric characters (CCYYMMDD)

Features - The effective date is system generated to the same date as the Setup Date unless manually changed to a future date

Edit - 91001 Invalid Date (CCYYMMDD)!

To Correct - Verify and type a correct Date

Edit - 9057 Effective date must be equal or greater than today!

To Correct - Verify and type a correct Date

Field Name: PROVIDER

Description - Number that identifies the provider to whom the Accounts Receivable is applied

Format - Nine numeric characters (999999999)

Features - None

Edit - 91006 Provider Field is Required!

To Correct - Type a valid Provider Number

Edit - 9012 Provider not on file!

To Correct - Verify and type a valid Provider Number

Field Name: LOCATION CODE

Description - Code that identifies the provider service location

Format - One alpha character

Features - None

Edit - 91006 Service Location Field is Required!

To Correct - Type a Service Location

Edit - 60034 Location Code not on file!

To Correct - Verify and type a valid Location Code

Field Name: INTEREST ACCRUAL DATE

Description - Date the accounts receivable will starts calculating interest

Format - Eight numeric characters (CCYYMMDD)

Features - The interest accrual date has to be typed before the accounts receivable can be saved. The interest accrual date can only be the date present or a date in the past.

Edit - 91001 Invalid Date (CCYYMMDD)!

To Correct - Verify and type a correct Date

Edit - 91006 Interest Accrual Date field is required (CCYYMMDD)!

To Correct - Type the Interest Accrual Date

Field Name: STATUS

Description – Displays status of Accounts Receivable

Format – System generated

Features - None

Edit - None

To Correct – N/A

Field Name: SETUP DATE

Description - Date the Accounts Receivable was setup

Format - Eight numeric characters (CCYYMMDD)

Features - None

Edit - None

To Correct - N/A

Field Name: TRACKING STATUS

Description – Displays tracking status of Accounts Receivable

Format - Float

Features – Drop down box to allow selection of status

Edit - None

To Correct – N/A

Field Name: PROGRAM CODE

Description - Medical assistance program

Format - Float

Features - Drop-down box (Please refer to the Tables Manual Section under Indiana Health Coverage Programs for a list of valid values)

Edit - 91006 Program Code Field is Required!

To Correct - Select a Program Code

Field Name: REASON

Description - Specific reason Accounts Receivable is setup such as. check advance, or non-claim offset.

Format - Float

Features - Propagated from Setup/Maintenance Window (Please refer to the Tables Manual Section under A/R Setup Reason Codes for a list of valid values)

Edit - 91006 Reason Code Field is Required!

To Correct - Select a Reason Code

Field Name: SETUP AMOUNT

Description - The dollar amount of the Accounts Receivable to be established

Format - 10 numeric characters (\$99,999,999.99)

Features - None

Edit - 91006 Setup Amount Field is Required!

To Correct - Type a Setup Amount

Edit - 91029 Setup Amount must be Numeric!

To Correct - Verify and type a valid Setup Amount

Field Name: RECOUP AMOUNT

Description - Maximum dollar amount offset from the provider claims processed each cycle

Format - 10 numeric characters (\$99,999,999.99)

Features - None

Edit - 91029 Recoup Amount must be Numeric!

To Correct - Verify and type a valid Recoup Amount

Field Name: RECIPIENT

Description – Number that identifies the recipient to whom the accounts receivable is applied.

Format – Twelve numeric characters (999999999999)

Features - None

Edit – 91052, RID # invalid

To Correct – Verify and type a valid RID number

Edit – 4003, RID # must be 12 numeric

To Correct – Verify and type a valid RID number

Field Name: RECOUP PERCENTAGE

Description - Percentage offset from the provider claims processed each cycle

Format - Five numeric characters (999.99)

Features - None

Edit - 9058 Recoup Percentage cannot exceed 100%!

To Correct - Verify and type a valid Recoup Percentage

Edit - 91029 Recoup Percentage must be Numeric!

To Correct - Verify and type a valid Recoup Percentage

Field Name: TOTAL DISPOSITIONS

Description - Displays the total dispositioned dollar amount (increased/decreased) applied to the Accounts Receivable

Format - 10 numeric characters (\$99,999,999.99)

Features - Propagated from the A/R Disposition window

Edit - None

To Correct - N/A

Field Name: APPLIED INTEREST

Description - Displays the interest to-date applied to Accounts Receivable

Format - 10 numeric characters (\$99,999,999.99)

Features - Calculated from the Interest Rate Maintenance table

Edit - None

To Correct - N/A

Field Name: INTEREST DUE

Description - Displays the outstanding interest due against the Accounts Receivable balance. Interest is calculated on a daily basis

Format - 10 numeric characters (\$99,999,999.99)

Features - Calculated from the Interest Rate Maintenance table

Edit - None

To Correct - N/A

Field Name: PRINCIPAL

Description – Displays the Accounts Receivable principle amount due

Format – 10 numeric characters (\$99,999,999.99)

Features - None

Edit - None

To Correct –N/A Field Name: BALANCE

Description - Setup amount less any dispositions applied

Format - 10 numeric characters (\$99,999,999.99)

Features - None

Edit - None

To Correct - N/A

Field Name: ORIGINAL ICN

Description - Indicates the ICN

Format - 13 numeric characters (9999999999999)

Features - None

Edit - None

To Correct - N/A

Field Name: EXPENDITURE CHECK

Description - Expenditure check number

Format - Nine numeric characters (999999999)

Features - None

Edit - None

To Correct - N/A

Field Name: NEW AR NUMBER

Description - Inquire about a new A/R number without clearing setup window

Format - 13 numeric characters (RRYYJJBBBSSS)

Features - None

Edit - 91029 Control Number must be Numeric!

To Correct - Verify and type a valid A/R Number

Edit - 91006 Control Number Field is Required!

To Correct - Type the A/R Number

Edit - 9056 Control Number must be 13 digits!

To Correct - Verify and type a valid A/R Number

Edit - 9021 Control Number Julian days invalid!

To Correct - Verify and type a valid A/R Number

Edit - 9037 Batch Number not on Batch Table!

To Correct - Verify and type a valid A/R Number

Edit - 91019 A/R Number Record already exists!

To Correct - Type a new A/R Number

Other Messages

Edit - 91068 No changes typed!

To Correct - N/A

Edit - 9051 Type Recoupment Amount or Percentage!

To Correct - Type a valid recoupment amount or percentage amount. If no set amount is established, type 100% in the Recoup percentage field

System Information

PBL - FINC02.PBL

Window - W_AR_LIST_SEARCH

Menu - M_AR_SETUP_MAINT

Data Windows - DW_AR_SETUP_MAINT

DW_AR_DISP_SUM

DW_AR_SETUP_ICN

DW_AR_SETUP_EXPENDITURE_CHECK

System Features

Click the **Comments** button to access the A/R comments window.

Click the **Dispositions** button to access the Provider A/R Disposition History window.

Click the **Expenditure** button to access the Expenditure window

Click the **New** button to clear the screen and type a new Provider Accounts Receivable. Current entry must be saved before a new entry can be typed.

Click the **Save** button to save the information typed.

Click the **Exit** button to exit this window. (If the user does not want to save the current entry, exit without saving using this button)

Click the **Inquire** button to access the new A/R Number.

Section 11: Lien Selection Window

Introduction

The Lien Selection window is used by EDS and IFSSA to search for existing liens by Lien Number or by Provider Number. A new lien can be typed by selecting the **New** button.

The screenshot shows a window titled "Lien Selection" with a menu bar containing "File", "Edit", "Applications", and "Options". Below the menu bar, there are two input fields: "Lien Number:" with the value "0" and "Provider Id Number:". To the right of these fields is a "Search" button. Below the input fields is a large empty rectangular area. At the bottom of the window, there are three buttons: "New", "Select", and "Exit".

<u>Lien Number</u>	<u>Provider Id Number</u>	<u>Status</u>
--------------------	---------------------------	---------------

Figure 11.1 – Lien Selection Window

Lien Selection			
File	Edit	Applications	Options
New	Copy	Ad hoc Reporting	Search
Select	Paste	Claims	Reset Limits
Print	Cut	Financial	Sort
Exit		Managed Care	
Exit IndianaAIM		MARS	
		Prior Authorization	
		Provider	
		Recipient	
		Reference	
		Security	
		SURS	
		Third Party Liability	

Figure 11.2 – Lien Selection Window Menu Tree

Figure 11.2 is an illustration of the menu tree for the Lien Selection window. The menu titles on this illustration reflect the overall menu commands and window options on the Lien Selection window.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title and a drop-down box displays. Use the mouse and click the **command** or press the **Alt** key plus the underscored letter of the desired command.

Menu Selection: File

This command provides the following options:

New - Opens the Provider Selection window

Select - Opens the lien information window

Print - Print the screen, window, or the data window

Exit - Returns to the previous window

Exit IndianaAIM - Exits IndianaAIM

Menu Selection: Edit

This menu command allows you to make adjustments to the data typed.

Copy - Copies text to be transferred to another area or application

Paste - Pastes cut or copied text from another area within the financial functional area.

Cut - Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows access to all the functional areas available in the IndianaAIM system.

Ad hoc Reporting - Click **Ad hoc Reporting** to access the Ad hoc Reporting Menu

Claims - Click **Claims** to access the Claims Menu

Financial - Click **Financial** to access the Financial Menu

Managed Care - Click **Managed Care** to access the Managed Care Menu

MARS - Click **MARS** to access the MARS Menu

Prior Authorization - Click **Prior Authorization** to access the Prior Authorization Menu

Provider - Click **Provider** to access the Provider Menu

Recipient - Click **Recipient** to access the Recipient Search window

Reference - Click **Reference** to access the Reference Menu

Security - Click **Security** to access the Security Menu

SURS - Click **SURS** to access the SURS Menu

Third Party Liability - Click **Third Party Liability** to access the Third Party Liability Menu

Menu Selection: Options

This command allows the user to go to another window with out closing the current window.

Search - Search for a specific Lien.

Reset Limits - Regenerates the window

Sort - Allows access to the Select Sort Order window.

Field Information

Field Name: LIEN NUMBER

Description - Lien Number is system generated and used to track the lien

Format - Eight numeric characters

Features - None

Edit - None

To Correct - N/A

Field Name: PROVIDER ID NUMBER

Description - Number that indicates to which provider a lien is assessed

Format - Nine numeric characters (999999999) (Please note, this will be expanded to accept service location in Financial Set 1 Rework)

Features - None

Edit - None

To Correct - N/A

Field Name: STATUS

Description - Status of the system generated account

Format - Float

Features - Drop-down box

- Valid values:
- Open
- Closed

Edit - None

To Correct - N/A

Other Messages

None

System Information

PBL - FINC02.PBL

Window - W_LIEN_PROV_LIST

Menu - M_BASE_LIST_SEARCH

Data Windows - DW_LIEN_PROV_LIST_SEARCH

DW_LIEN_PROV_LIST_SELECT

System Features

Click the **New** button to access the Lien Information window.

Click the **Select** button to access the Lien Information window of the highlighted line.

Click the **Exit** button to exit this window.

Double click the selected line to access the Lien Information window for that lien.

Click the **Search** button to create a list of liens matching the selection criteria.

Section 12: Provider Selection Window

Introduction

The Provider Selection window is used to type the provider against whom the lien has been levied. This is the first step in typing a new lien. A valid provider number must be typed before proceeding further.

Provider Selection	
Provider Id:	<input type="text"/>
Service Location	Tax Id
Save	Exit

Figure 12.1 – Provider Selection Window

Field Information

Field Name: PROVIDER ID

Description - Number that indicates which provider a lien is assessed

Format - Nine numeric characters (999999999)

Features - None

Edit - 91011 Record not found - please try again!

To Correct - Type a valid Provider Number

Field Name: SERVICE LOCATION

Description - Code that identifies the provider service location

Format - One numeric character

Features - System Generated

Edit - None

To Correct - N/A

Field Name: TAX ID

Description - Indicates the federal Tax ID

Format - Nine numeric characters (999999999)

Features - System Generated

Edit - None

To Correct - N/A

Other Messages

None

System Information

PBL - FINC02.PBL

Window - W_LIEN_PROV_RESP

Menu - NONE

Data Window - DW_LIEN_PROV_MAINT

System Features

Click the **Save** button to save the current entry.

Click the **Exit** button to exit this window.

Section 13: Lien Holder Selection Window

Introduction

The Lien Holder Selection window provides the ability to select from lien holders previously typed in the database. If the lien holder is not on file, a new lien holder entry must be typed. Press the **New** button to access the Lien Holder Entry window.

The screenshot shows a window titled "Lien Holder Selection". Inside the window is a form with the following fields and values:

- Lien Holder Number: 2
- Name: WELLS FARGO
- Address Line 1: MONEY LN
- Address Line 2: (empty)
- City: MUNCIE
- State: IN
- Zip Code: 42583
- Phone Number: (317)299-2857
- Extension: (empty)

At the bottom of the window are three buttons: **New**, **Save**, and **Exit**. The **New** button is highlighted with a blue border.

Figure 13.1 – Lien Holder Selection Window

Field Information

Field Name: LIEN HOLDER NUMBER

Description - Number used in the system to identify the lien holder

Format - Eight numeric characters

Features - System generated

Edit - None

To Correct - N/A

Field Name: NAME

Description - Name of the lien holder

Format - 32 alphanumeric characters

Features - System generated

Edit - None

To Correct - N/A

Field Name: ADDRESS 1

Description - Primary address of lien holder

Format - 32 alphanumeric characters

Features - System generated

Edit - None

To Correct - N/A

Field Name: ADDRESS 2

Description - Second address line of lien holder

Format - 32 alphanumeric characters

Features - System generated

Edit - None

To Correct - N/A

Field Name: CITY

Description - This is the city of the lien holder

Format - 15 alphanumeric characters

Features - System generated

Edit - None

To Correct - N/A

Field Name: STATE

Description - State of the lien holder

Format - Two alpha characters

Features - System generated

Edit - None

To Correct - N/A

Field Name: ZIP CODE

Description - Zip code of the lien holder

Format - Nine numeric characters (99999-9999)

Features - System generated

Edit - None

To Correct - N/A

Field Name: PHONE NUMBER

Description - Telephone number of the lien holder

Format - Seven numeric characters (999-9999)

Features - System generated

Edit - None

To Correct - N/A

Field Name: EXTENSION

Description - Indicates extension number of the lien holder phone number

Format - Four numeric characters (9999)

Features - System generated

Edit - None

To Correct - N/A

Other Messages

None

System Information

PBL - FINC02.PBL

Window - W_LIEN_HOLDER_SELECT_RESP

Menu - NONE

Data Window - DW_LIEN_HOLDER_SELECT

System Features

Click the **New** button to access the Lien Holder entry window.

Click the **Save** button to save the lien holder address to the lien transaction.

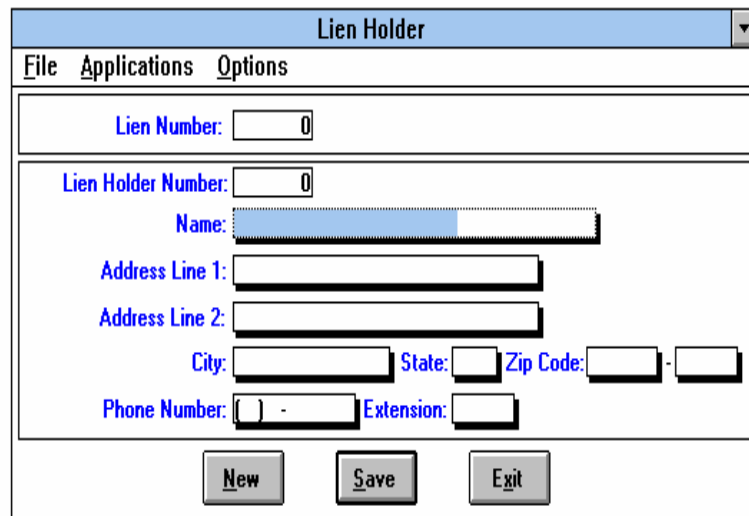
Click the **Exit** button to exit this window.

Use the side scroll bar to page through available lien holders.

Section 14: Lien Holder (Entry) Window

Introduction

The Lien Holder window is used to enter new lien holders or modify existing lien holder information. A number is assigned to each addition to the lien holder table.



The screenshot shows a software window titled "Lien Holder" with a menu bar containing "File", "Applications", and "Options". The main area contains several input fields: "Lien Number:" with a text box containing "0"; "Lien Holder Number:" with a text box containing "0"; "Name:" with a text box; "Address Line 1:" with a text box; "Address Line 2:" with a text box; "City:" with a text box, "State:" with a small dropdown, and "Zip Code:" with a text box followed by a hyphen and another text box; "Phone Number:" with a text box containing a parenthesis and a hyphen, and "Extension:" with a text box. At the bottom are three buttons: "New", "Save", and "Exit".

Figure 14.1 – Lien Holder (Entry) Window

Lien Holder (Entry)		
File	Applications	Options
New	Ad hoc Reporting	EFT
Save	Claims	
Print	Financial	
Exit	Managed Care	
Audit	MARS	
Exit IndianaAIM	Prior Authorization	
	Provider	
	Recipient	
	Reference	
	Security	
	SURS	
	Third Party Liability	

Figure 14.2 – Line Holder (Entry) Window Menu Tree

Figure 14.2 is an illustration of the menu tree for the Lien Holder (Entry) window. The menu titles on this illustration reflect the overall menu commands and window options for this window.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title and a drop-down box displays. Use the mouse and click the **command** or press the **Alt** key plus the underscored letter of the desired command.

Menu Selection: File

This command provides the following options:

New - Opens new Lien Holder window

Save - Saves the Lien Holder's information

Print - Print the screen, window, or the data window

Exit - Returns to the previous window.

Audit – Displays the audit trail for liens

Exit IndianaAIM - Exits IndianaAIM

Menu Selection: Applications

This menu option allows access to all the functional areas available in the IndianaAIM system.

Ad hoc Reporting - Click **Ad hoc Reporting** to access the Ad hoc Reporting Menu

Claims - Click **Claims** to access the Claims Menu

Financial - Click **Financial** to access the Financial Menu

Managed Care - Click **Managed Care** to access the Managed Care Menu

MARS - Click **MARS** to access the MARS Menu

Prior Authorization - Click **Prior Authorization** to access the Prior Authorization Menu

Provider - Click **Provider** to access the Provider Menu

Recipient - Click **Recipient** to access the Recipient Search window

Reference - Click **Reference** to access the Reference Menu

Security - Click **Security** to access the Security Menu

SURS - Click **SURS** to access the SURS Menu

Third Party Liability - Click **Third Party Liability** to access the Third Party Liability Menu

Menu Selection: Options

This command allows access to another window with out closing the current window

EFT - Opens EFT window

Field Information

Field Name: LIEN NUMBER

Description - Number is system assigned and used to track the lien

Format - Eight numeric characters

Features - None

Edit - None

To Correct - N/A

Field Name: LIEN HOLDER NUMBER

Description - Number used to identify the lien holder

Format - Eight numeric characters

Features - System generated

Edit - None

To Correct - N/A

Field Name: NAME

Description – Name of the original lien holder

Format - 32 alphanumeric characters

Features - None

Edit - 91034 Name must contain only A-Z, 0-9!

To Correct - Type a valid Name

Edit - 9019 Name is Required!

To Correct - Type a valid Name

Field Name: ADDRESS LINE 1

Description - Primary address line of the lien holder

Format - 32 alphanumeric characters

Features - None

Edit - 91006 Address Field is Required!

To Correct - Type an Address

Field Name: ADDRESS LINE 2

Description - Secondary address line of lien holder

Format - 32 alphanumeric characters

Features - None

Edit - None

To Correct - N/A

Field Name: CITY

Description - City of the lien holder

Format - 15 alphanumeric characters

Features - None

Edit - 91006 City Field is required!

To Correct - Type a valid City

Field Name: STATE

Description – State (abbreviated) of the lien holder

Format - Two alpha characters

Features - None

Edit - 91036 Invalid State code!

To Correct - Type a valid State code

Field Name: ZIP CODE

Description - Zip code of the lien holder

Format - Five numeric characters

Features - None

Edit - 9024 zip code must be numeric!

To Correct - Type a valid zip code

Field Name: ZIP CODE EXTENSION

Description - Zip code extension of the lien holder

Format - Four numeric characters

Features - None

Edit - None

To Correct - N/A

Field Name: PHONE NUMBER

Description - Telephone number of the lien holder

Format - Seven numeric characters (999-9999)

Features - None

Edit - 9026 Telephone field must be numeric!

To Correct - Type a valid Telephone Number

Field Name: EXTENSION

Description - Extension of the lien holder's phone number

Format - Four numeric characters (9999)

Features - None

Edit - 9026 Extension must be numeric!

To Correct - Type a valid Extension

Other Messages

None

System Information

PBL - FINC02.PBL

Window - W_LIEN_HOLDER

Menu - M_LIEN_HOLDER

Data Window - DW_LIEN_SUMMARY_DISPLAY

DW_LIEN_HOLDER

System Features

Click the **New** button to enter a new lien holder.

Click the **Save** button to save the information entered.

Click the **Exit** button to exit this window.

Section 15: Lien Holder EFT Window

Introduction

The Lien Holder EFT window is used to type the lien holder's bank information and to establish that the lien holder has his or her payments transmitted via an electronic funds transfer versus a check payment. When establishing EFT for lien holders, the same process of verification is used as with establishing EFT for providers; therefore, the lien holder will receive his/her payments via hard copy checks until their EFT status changes to active.

The screenshot shows a software window titled "Lien Holder EFT". It has a menu bar with "File", "Edit", and "Applications". The main area contains several input fields: "Lien Holder Number" (with value "74"), "Lien Holder Name" (with value "EFT TEST"), "ABA Number", "Account Number", "Effective Date", and "Status" (with a dropdown arrow). Below these is a larger section for address information with labels: "ABA Number:", "Financial Institution:", "Street Address 1:", "Street Address 2:", "City/State:", "Zip:", "Phone: () -", and "Ext:". At the bottom right are "Save" and "Exit" buttons.

Figure 15.1 - Lien Holder EFT Window

Lien Holder EFT		
File	Edit	Applications
Save	Copy	Ad hoc Reporting
Print	Paste	Claims
Exit	Cut	Financial
Audit		Managed Care
Exit IndianaAIM		MARS
		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 15.2 – Lien Holder EFT Window Menu Tree

Figure 15.2 is an illustration of the menu tree for the Lien Holder EFT window. The menu titles on this illustration reflect the overall menu commands and window options on the Lien Holder EFT window.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title and a drop-down box displays. Use the mouse and click the command or press the Alt key plus the underscored letter of the desired command.

Menu Selection: File

This command provides the following options:

Save - Saves the EFT information typed

Print - Print the screen, window, or the data window

Exit - Returns to the previous window.

Audit - - Displays the audit trail for EFTs

Exit IndianaAIM - Exits IndianaAIM

Menu Selection: Edit

This menu command allows you to make adjustments to the data typed.

Copy - Copies text to be transferred to another area or application

Paste - Pastes cut or copied text from another area within the financial functional area.

Cut - Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows access to all the functional areas available in the IndianaAIM system.

Ad hoc Reporting - Click **Ad hoc Reporting** to access the Ad hoc Reporting Menu

Claims - Click **Claims** to access the Claims Menu

Financial - Click **Financial** to access the Financial Menu

Managed Care - Click **Managed Care** to access the Managed Care Menu

MARS - Click **MARS** to access the MARS Menu

Prior Authorization - Click **Prior Authorization** to access the Prior Authorization Menu

Provider - Click **Provider** to access the Provider Menu

Recipient - Click **Recipient** to access the Recipient Search window

Reference - Click **Reference** to access the Reference Menu

Security - Click **Security** to access the Security Menu

SURS - Click **SURS** to access the SURS Menu

Third Party Liability - Click **Third Party Liability** to access the Third Party Liability Menu

Field Information

Field Name: LIEN HOLDER NUMBER

Description - Number used to identify the lien holder

Format - Eight numeric characters

Features - None

Edit - None

To Correct - N/A

Field Name: LIEN HOLDER NAME

Description - Name of the original lien holder

Format - 32 alphanumeric characters

Features - System generated

Edit - None

To Correct - N/A

Field Name: ABA NUMBER

Description - The bank routing number to which the EFT is transferred.

Format - Nine alphanumeric characters

Features - None

Edit - 91031 ABA Number must be alphanumeric!

To Correct - Type a valid ABA Number

Edit - 91032 ABA Number may not be zero!

To Correct - Type a valid ABA Number

Edit - 91063 ABA Number must be eight characters!

To Correct - Type a valid ABA Number

Field Name: ACCOUNT NUMBER

Description - Number associated with the bank account of the lien holder

Format - 14 alphanumeric characters

Features - None

Edit - None

To Correct - N/A

Field Name: EFFECTIVE DATE

Description - Date the EFT transactions start for the lien

Format - Eight numeric characters (CCYYMMDD)

Features - None

Edit - 91001 Invalid Date (CCYYMMDD)!

To Correct - Type a valid date

Field Name: STATUS

Description - Status of the EFT. New EFT defaults to Pre-Notification status

Format - One alpha character

Features - System generated (see tables manual for valid values)

Edit - None

To Correct - N/A

Field Name: ABA NUMBER

Description - Displays the bank routing number associated with the EFT.

Format - Nine alphanumeric characters

Features - None

Edit - None

To Correct - N/A

Field Name: FINANCIAL INSTITUTION

Description - Name of the lien holder financial institution

Format - 32 alphanumeric characters

Features - Propagated from the Financial Institution table once the ABA Number is typed

Edit - None

To Correct - N/A

Field Name: STREET ADDRESS 1

Description - Primary address line of the financial institution

Format - 32 alphanumeric characters

Features - Propagated from the Financial Institution table once the ABA Number is typed

Edit - 91006 Address Field is Required!

To Correct - Type an Address

Field Name: STREET ADDRESS 2

Description - Secondary address line of the financial institution

Format - 32 alphanumeric characters

Features - Propagated from the Financial Institution table once the ABA Number is typed

Edit - None

To Correct - N/A

Field Name: CITY

Description - City of the financial institution

Format - 15 alphanumeric characters

Features - Propagated from the Financial Institution table once the ABA Number is typed

Edit - 91006 City Field is required!

To Correct - Type a valid City

Field Name: STATE

Description - State of the financial institution

Format - Two alpha characters

Features - Propagated from the Financial Institution table once the ABA Number is typed

Edit - 91036 Invalid State code!

To Correct - Type a valid State code

Field Name: ZIP CODE

Description - Zip code of the financial institution

Format - Nine numeric characters (99999-9999)

Features - Propagated from the Financial Institution table once the ABA Number is typed

Edit - 9024 zip code must be numeric!

To Correct - Type a valid zip code

Field Name: PHONE

Description - Telephone number of the financial institution

Format - Seven numeric characters (999-9999)

Features - Propagated from the Financial Institution table once the ABA Number is typed

Edit - 9026 Telephone field must be numeric!

To Correct - Type a valid Telephone Number

Field Name: EXTENSION

Description - Extension number of the financial institution's phone number

Format - Four numeric characters (9999)

Features - Propagated from the Financial Institution table once the ABA Number is typed

Edit - 9026 Extension must be numeric!

To Correct - Type a valid Extension

Other Messages

Edit - 91024 ABA Number No Match Found!

To Correct - Type a valid ABA Number

System Information

PBL - FINC02.PBL

Window - W_LIEN_HOLDER_EFT

Menu - M_LIEN_HOLDER_EFT

Data Window - DW_LIEN_HOLDER_DISPLAY

DW_LIEN_HOLDER_EFT

DW_PROV_FINANCIAL_INST

System Features

Click the **S**ave button to save the current entry.

Click the **E**xit button to exit this window.

Section 16: Program Code Selection Window

Introduction

The Program Code Selection window is used for selecting the Indiana Health Coverage Programs. Double click on a specific program that displays in the 'select' window. Highlight a program and click the 'delete' button to remove from the 'select' window.

The screenshot shows a window titled "Lien Programs". It has a menu bar with "File", "Edit", and "Applications". Below the menu bar is a field labeled "Lien Number:" with the value "130". Below this is a table with two columns: "Program" and "Description". The table contains four rows of data. At the bottom of the window are three buttons: "New", "Save", and "Exit".

Program	Description
59	590 - Program
AR	ARCH
CS	Children With Special Health Care Services (CSHCS)
MA	Medicaid

Figure 16.1 – Program Code Selection Window

Lien Programs		
File	Edit	Applications
New	Copy	Ad hoc Reporting
Save	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 16.2 – Expenditure Comments Window Menu Tree

Figure 16.2 is an illustration of the menu tree for the Lien Programs window. The menu titles on this illustration reflect the overall menu commands and window options on the Lien Programs window

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title and a drop-down box displays. Use the mouse and click the **command** or press the **Alt** key plus the underscored letter of the desired command.

Menu Selection: File

This command provides the following options

New – Opens a new Lien Programs window

Save - Saves information typed

Print - Print the screen, window, or the data window

Exit - Returns to the previous window

Audit - Displays the audit trail for an expenditure comment

Exit IndianaAIM - Exits IndianaAIM

Menu Selection: Edit

This menu command allows you to make adjustments to data typed.

Copy - Copies text to be transferred text to another area or application

Paste - Pastes cut or copied text from another area within the financial functional area.

Cut - Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows access to all functional areas available in the IndianaAIM system.

Ad hoc Reporting - Click **Ad hoc Reporting** to access the Ad hoc Reporting Menu

Claims - Click **Claims** to access the Claims Menu

Financial - Click **Financial** to access the Financial Menu

Managed Care - Click **Managed Care** to access the Managed Care Menu

MARS - Click **MARS** to access the MARS Menu

Prior Authorization - Click **Prior Authorization** to access the Prior Authorization Menu

Provider - Click **Provider** to access the Provider Menu

Recipient - Click **Recipient** to access the Recipient Search window

Reference - Click **Reference** to access the Reference Menu

Security - Click **Security** to access the Security Menu

SURS - Click **SURS** to access the SURS Menu

Third Party Liability - Click **Third Party Liability** to access the Third Party Liability Menu

Field Information

Field Name: PROGRAM

Description - Indicates which Indiana Health Coverage Programs the lien payments are drawn from

Format - Two alphanumeric characters

Features - Highlight and select (Please refer to the Tables manual Section under Indiana Health Coverage Programs for a list of valid values)

Edit - None

To Correct - N/A

Field Name: DESCRIPTION

Description - Specific program code associated with the lien

Format - Float

Features - Highlight and select (Please refer to the Tables manual Section under Indiana Health Coverage Programs for a list of valid values)

Edit - None

To Correct - N/A

Other Messages

None

System Information

PBL - FINC02.PBL

Window - W_LIEN_PGM_CODE_RESP

Menu - NONE

Data Window - DW_LIEN_PGM_CODE

DW_LIEN_PGM_CODE_SELECT

System Features

Click the **Select** button to move the highlighted line to the upper window.

Click the **Delete** button to move the highlighted line in the upper window to the lower window.

Click the **Save** button to save the current selection.

Click the **Exit** button to exit this window.

Section 17: Lien Information Window

Introduction

The Lien Information window is the main window for viewing a current lien. It is used to type all relevant information to set up a lien against payments to a provider.

The screenshot shows a software window titled "Lien Information". It has a menu bar with "File", "Edit", "Applications", and "Options". The main area contains several input fields and buttons. The fields are organized into two main sections. The top section includes "Lien Number" (303), "Status" (OPEN), "Lien Date" (1998/12/02), "Lien Holder Number" (7951), "Provider Id Number" (100209700), "Balance" (\$16,946.83), and "Received to Date" (\$0.00). The bottom section includes "Document Number" (351835717), "Lien Amount" (\$16,946.83), "Reason" (IRS LEVY EST), "Payment Percentage" (DOS), "Payment Rate" (\$0.00), "Effective Date" (1998/12/02), "From" (0000/00/00), "Thru" (0000/00/00), and a "Comments" text area. At the bottom of the window, there are buttons for "New", "Save", "Delete", "Exit", "Disposition", and an "Inquire" button next to a "Next Lien Number" input field.

Field	Value
Lien Number	303
Status	OPEN
Lien Date	1998/12/02
Lien Holder Number	7951
Provider Id Number	100209700
Balance	\$16,946.83
Received to Date	\$0.00
Document Number	351835717
Lien Amount	\$16,946.83
Reason	IRS LEVY EST
Payment Percentage	DOS
Payment Rate	\$0.00
Effective Date	1998/12/02
From	0000/00/00
Thru	0000/00/00

Figure 17.1 – Lien Information Window

Lien Information			
File	Edit	Applications	Options
New	Copy	Ad hoc Reporting	Inquire
Save	Paste	Claims	Disposition
Delete	Cut	Financial	Lien Holder
Print		Managed Care	Program Codes
Exit		MARS	
Audit		Prior Authorization	
Exit IndianaAIM		Provider	
		Recipient	
		Reference	
		Security	
		SURS	
		Third Party Liability	

Figure 17.2 – Lien Information Window Menu Tree

Figure 17.2 is an illustration of the menu tree for the Lien Information window. The menu titles on this illustration reflect the overall menu commands and window options on the Lien Holder window.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title and a drop-down box displays. Use the mouse and click the **command** or press the **Alt** key plus the underscored letter of the desired command.

Menu Selection: File

This command provides the following options:

New - Opens a new Lien Information window

Save - Saves the information added to the Lien Information window

Delete - Deletes the information added to the Lien Information window

Print - Print the screen, window, or the data window

Exit - Returns to the previous window

Audit - Displays the audit trail for liens

Exit IndianaAIM - Exits IndianaAIM

Menu Selection: Edit

This menu command allows you to make adjustments to the data typed.

Copy - Copies text to be transferred to another area or application

Paste - Pastes cut or copied text from another area within the financial functional area.

Cut - Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows access to all the functional areas available in the IndianaAIM system.

Ad hoc Reporting - Click **Ad hoc Reporting** to access the Ad hoc Reporting Menu

Claims - Click **Claims** to access the Claims Menu

Financial - Click **Financial** to access the Financial Menu

Managed Care - Click **Managed Care** to access the Managed Care Menu

MARS - Click **MARS** to access the MARS Menu

Prior Authorization - Click **Prior Authorization** to access the Prior Authorization Menu

Provider - Click **Provider** to access the Provider Menu

Recipient - Click **Recipient** to access the Recipient Search window

Reference - Click **Reference** to access the Reference Menu

Security - Click **Security** to access the Security Menu

SURS - Click **SURS** to access the SURS Menu

Third Party Liability - Click **Third Party Liability** to access the Third Party Liability Menu

Menu Selection: Options

This command allows access to another window with out closing the current window.

Inquire - Allows inquiry for a specific Lien Number

Disposition - Opens the disposition window

Lien Holder Opens the Lien Holder window

Program Codes - Opens the Program Code window

Field Information

Field Name: LIEN NUMBER

Description - Lien Number is the assigned number to track the lien

Format - Eight numeric characters

Features - System Generated

Edit - None

To Correct - N/A

Field Name: STATUS

Description - Status of the system generated lien

Format - Float

Features - System generated

- Valid values:
- Open
- Closed

Edit - None

To Correct - N/A

Field Name: LIEN DATE

Description - Date of the original lien setup

Format - Eight numeric characters (CCYYMMDD)

Features - System Generated

Edit - None

To Correct - N/A

Field Name: LIEN HOLDER NUMBER

Description - Number used to identify the lien holder

Format - Eight numeric characters

Features - Propagated from lien holder window

Edit - None

To Correct - N/A

Field Name: PROVIDER ID NUMBER

Description - Number that indicates which provider the lien is assessed

Format - Nine numeric characters (999999999)

Features - Propagated from Provider Selection window

Edit - None

To Correct - N/A

Field Name: BALANCE

Description - Lien amount less any provider payments or any dispositions (increase or decrease)

Format - 10 numeric characters (\$99,999,999.99)

Features - System Generated

Edit - None

To Correct - N/A

Field Name: RECEIVED TO DATE

Description - Total dollar amount received to date to satisfy the lien

Format - 10 numeric characters (\$99,999,999.99)

Features - None

Edit - None

To Correct - N/A

Field Name: DOCUMENT NUMBER

Description - Document number for lien holder that identifies the original lien

Format - 18 alphanumeric characters

Features - None

Edit – 91034 Name must be 18 numbers!

To Correct - Type a valid Document Number

Edit - 91032 Document Number may not be zero!

To Correct - Type a valid Document Number

Edit - 91029 Document Number must be numeric!

To Correct - Verify and Type a valid Document Number

Field Name: LIEN AMOUNT

Description - Dollar amount of the original lien

Format - 10 numeric characters

Features - None

Edit - 91037 Lien Amount field is required!

To Correct - Type a valid Lien Amount

Field Name: REASON

Description - Indicates why a lien is established

Format - Float

Features - Drop-down box (Please refer to the Tables Manual Section under Lien Setup Reason Codes for a list of valid values)

Edit - None

To Correct - N/A

Field Name: PAYMENT PERCENTAGE

Description - Percentage of the provider payment deducted each financial cycle to satisfy the lien.
Default to 100% if no payment percentage or lien rate amount is typed

Format - Five numeric characters (999.99)

Features - None

Edit - 9034 Lien Payment Percent cannot be greater than 100!

To Correct - Type a valid Payment Percentage

Edit - 9035 Type Payment Percentage or Payment Rate!

To Correct - Type a valid Payment Percentage or Payment Rate

Field Name: PAYMENT RATE

Description - Maximum dollar amount deducted from the providers payments each week to satisfy the lien

Format - 10 numeric characters (\$99,999,999.99)

Features - None

Edit - 9036 Payment Rate cannot be greater than Lien Amount!

To Correct - Type a lower Payment Rate

Edit - 9035 Type Payment Percentage or Payment Rate!

To Correct - Type a valid Payment Percentage or Payment Rate

Field Name: DOS (From)

Description - Indicates the 'from' DOS associated with the claim. If this is entered, only money for those claims which are equal to or between the from and thru dates of services specified may be paid to the lien holder

Format - Eight numeric characters (CCYYMMDD)

Features - None

Edit - 91001 Invalid Date (CCYYMMDD)!

To Correct - Type a valid date

Field Name: DOS (Thru)

Description - Indicates the 'thru' date of service associated with the claim that can be applied towards the lien payment amount. (see above)

Format - Eight numeric characters (CCYYMMDD)

Features - None

Edit - 91001 Invalid Date (CCYYMMDD)!

To Correct - Type a valid date

Edit - 00000 'Thru' Date must be \geq 'From' Date (CCYYMMDD)!

To Correct - Type a valid 'thru' date

Field Name: EFFECTIVE DATE (From)

Description - Date the lien transactions start. Claims received and processed during the effective date range are subject to the lien.

Format – Eight numeric characters (CCYYMMDD)

Features - None

Edit - 91001 Invalid date (CCYYMMDD)!

To Correct - Type correct Date

Edit - 91084 'Thru' Date must be \geq 'From' Date (CCYYMMDD)!

To Correct - Type a valid 'thru' date

Field Name: *EFFECTIVE DATE (Thru)*

Description - Indicates the lien stop date.

Format - Eight numeric characters (CCYYMMDD)

Features - None

Edit - 91001 Invalid Date (CCYYMMDD)!

To Correct - Type a valid date

Edit - 91084 'Thru' Date must be \geq 'From' Date (CCYYMMDD)!

To Correct - Type a valid 'thru' date

Field Name: *COMMENTS*

Description - Comments are used to input additional information about the lien or to note explanations of updates

Format - 1000 alphanumeric characters

Features - None

Edit - None

To Correct - N/A

Field Name: *NEXT LIEN NUMBER*

Description - This field is used to inquire on additional liens currently in the system.

Format - Eight numeric characters

Features - None

Edit - None

To Correct - N/A

Other Messages

Edit - 9033 Lien entry cancelled

To Correct - Type Lien information

System Information

PBL - FINC02.PBL

Window - W_LIEN_MAINT

Menu - M_LIEN_ENTRY

Data Window - DW_LIEN_SUMMARY_DISPLAY

DW_LIEN_BALANCE

DW_LIEN_MAINT

System Features

Click the **New** button to enter new lien information.

Click the **Save** button to save the information entered.

Click the **Delete** button to delete the information entered.

Click the **Exit** button to exit this window.

Click the **Disposition** button to access the disposition window.

Click the **Inquire** button to access the lien number entered in the box.

Section 18: Lien Programs Window

Introduction

The Lien Programs window is used for displaying programs that the provider is enrolled in that the lien payments will be deducted from.

The screenshot shows a window titled "Lien Programs" with a menu bar containing "File", "Edit", and "Applications". Below the menu bar is a field labeled "Lien Number:" with the value "34". Below this is a table with two columns: "Program" and "Description". The table contains one row with the value "MA" in the "Program" column and "Medicaid" in the "Description" column. At the bottom of the window are three buttons: "New", "Save", and "Exit".

Program	Description
MA	Medicaid

Figure 18.1 – Lien Programs Window

Lien Programs		
File	Edit	Applications
New	Copy	Ad hoc Reporting
Save	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 18.2 – Lien Programs Window Menu Tree

Figure 18.2 is an illustration of the menu tree for the Lien Programs window. The menu titles on this illustration reflect the overall menu commands and window options on the Lien Programs window.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title and a drop-down box displays. Use the mouse and click the **command** or press the **Alt** key plus the underscored letter of the desired command.

Menu Selection: File

This command provides the following options:

New - Opens the new Lien Programs window to display all Indiana Health Coverage Programs associated with the lien

Save - Saves the Lien Number for all programs

Print - Print the screen, window, or the data window

Exit - Returns to the previous window

Audit - Displays the audit trail for liens

Exit IndianaAIM - Exits IndianaAIM

Menu Selection: Edit

This menu command allows you to make adjustments to the data typed.

Copy - Copies text to be transferred to another area or application

Paste - Pastes cut or copied text from another area within the financial functional area.

Cut - Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows access to all the functional areas available in the IndianaAIM system.

Ad hoc Reporting - Click **Ad hoc Reporting** to access the Ad hoc Reporting Menu

Claims - Click **Claims** to access the Claims Menu

Financial - Click **Financial** to access the Financial Menu

Managed Care - Click **Managed Care** to access the Managed Care Menu

MARS - Click **MARS** to access the MARS Menu

Prior Authorization - Click **Prior Authorization** to access the Prior Authorization Menu

Provider - Click **Provider** to access the Provider Menu

Recipient - Click **Recipient** to access the Recipient Search window

Reference - Click **Reference** to access the Reference Menu

Security - Click **Security** to access the Security Menu

SURS - Click **SURS** to access the SURS Menu

Third Party Liability - Click **Third Party Liability** to access the Third Party Liability Menu

Field Information

Field Name: LIEN NUMBER

Description - System assigned number used to track the lien.

Format - Eight numeric characters

Features - Propagated from Lien Table

Edit - None

To Correct - N/A

Field Name: PROGRAM

Description - Indicates the Indiana Health Coverage Programs the lien payments are to be taken from.

Propagated from Lien Table (Please refer to the Tables Manual Section under Indiana Health Coverage Programs for a list of valid values)

Format - Two alphanumeric characters

Features - None

Edit - None

To Correct - N/A

Field Name: DESCRIPTION

Description - Specific program code associated with the lien

Propagated from Lien Table (Please refer to the Tables Manual Section under Indiana Health Coverage Programs for a list of valid values)

Format - 32 alphanumeric characters

Features - None

Edit - None

To Correct - N/A

Other Messages

None

System Information

PBL - FINC02.PBL

Window - W_LIEN_PGM_CODE

Menu - M_Base_Maint_Simple_2

Data Window - DW_LIEN_SUMMARY_DISPLAY

DW_LIEN_PGM_CODE

System Features

Click the **New** button to access a new Lien Number.

Click the **Save** button to save the information entered.

Click the **Exit** button to exit this window.

Section 19: Lien Disposition Window

Introduction

The Lien Disposition window is used to view any dispositions associated with the lien.

The screenshot shows a window titled "Lien Disposition". It has a menu bar with "File" and "Applications". Below the menu bar is a table with the following columns: "Reference Number", "Reason", "Amount (+/-)", and "Date". The table contains one row of data: "9094220605100", "CYCLE ACTIVITY", "(\$50.00)", and "1994/08/19". Below the table are two summary fields: "Balance: \$0.00" and "Received to Date: \$50.00". At the bottom of the window are three buttons: "New", "Save", and "Exit".

Reference Number	Reason	Amount (+/-)	Date
9094220605100	CYCLE ACTIVITY	(\$50.00)	1994/08/19

Balance: \$0.00 Received to Date: \$50.00

New Save Exit

Figure 19.1 – Lien Disposition Window

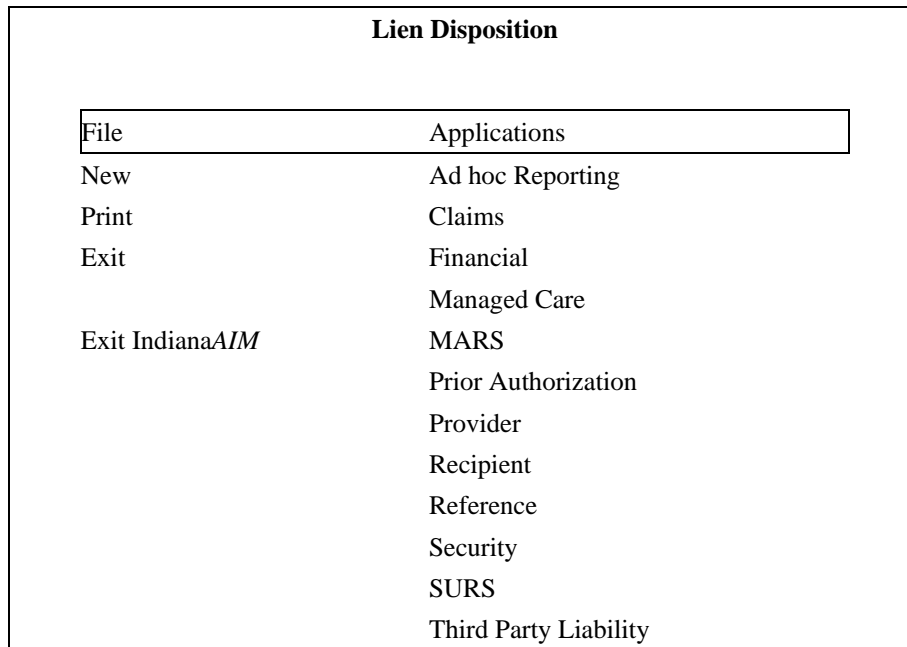


Figure 19.2 – Lien Disposition Window Menu Tree

Figure 19.2 is an illustration of the menu tree for the Lien Disposition window. The menu titles on this illustration reflect the overall menu commands and window options on the Lien Disposition window.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title and a drop-down box displays. Use the mouse and click the **command** or press the **Alt** key plus the underscored letter of the desired command.

Menu Selection: File

This command provides the following options:

New - Opens a new Lien Disposition entry

Print - Print the screen, window, or the data window

Exit - Returns to the previous window

Exit IndianaAIM - Exits IndianaAIM

Menu Selection: Applications

This menu option allows access to all the functional areas available in the IndianaAIM system.

Ad hoc Reporting - Click **Ad hoc Reporting** to access the Ad hoc Reporting Menu

Claims - Click **Claims** to access the Claims Menu

Financial - Click **Financial** to access the Financial Menu

Managed Care - Click **Managed Care** to access the Managed Care Menu

MARS - Click **MARS** to access the MARS Menu

Prior Authorization - Click **Prior Authorization** to access the Prior Authorization Menu

Provider - Click **Provider** to access the Provider Menu

Recipient - Click **Recipient** to access the Recipient Search window

Reference - Click **Reference** to access the Reference Menu

Security - Click **Security** to access the Security Menu

SURS - Click **SURS** to access the SURS Menu

Third Party Liability - Click **Third Party Liability** to access the Third Party Liability Menu

Field Information

Field Name: REFERENCE NUMBER

Description - Internal system assigned key (SAK) used to track individual disposition

Format - 18 numeric characters

Features - None

Edit - 9041 Document Number must be 18 characters!

To Correct - Type a valid Reference Number

Edit - 91032 Reference Number may not be zero!

To Correct - Type a valid Reference Number

Edit - 91029 Reference Number must be numeric!

To Correct - Verify and type a valid Reference Number

Field Name: REASON

Description - Indicates why the lien is dispositioned

Format - Four numeric characters

Features – Drop-Down Box (Please refer to the Tables Manual Section under Lien Disposition Reason Codes for a list of valid values)

Edit - None

To Correct - N/A

Field Name: AMOUNT (+/-)

Description - Disposition amount. If the dollar amount typed is negative, the negative sign must be used

Format - 10 numeric characters (\$99,999,999.99)

Features - None

Edit - None

To Correct - N/A

Field Name: DATE

Description - Date of the disposition

Format - Eight numeric characters (CCYYMMDD)

Features - None

Edit - 91001 invalid date (CCYYMMDD)!

To Correct - Type correct Date

Field Name: BALANCE

Description - Original lien amount less any provider payments (systematically dispositioned) or any increase/decreases (manual dispositions)

Format - 10 numeric characters (\$99,999,999.99)

Features - System Generated

Edit - None

To Correct - N/A

Field Name: RECEIVED TO DATE

Description - Indicates the total dollar amount received for the lien

Format - 10 numeric characters (99,999,999.99)

Features - System Generated

Edit - None

To Correct - N/A

Other Messages

None

System Information

PBL - FINC02.PBL

Window - W_LIEN_DISPOSITION

Menu - M_BASE_LIST_UPDATE

Data Window - DW_LIEN_DISPOSITION

DW_LIEN_BALANCE

System Features

Click the **New** button to enter a new lien disposition.

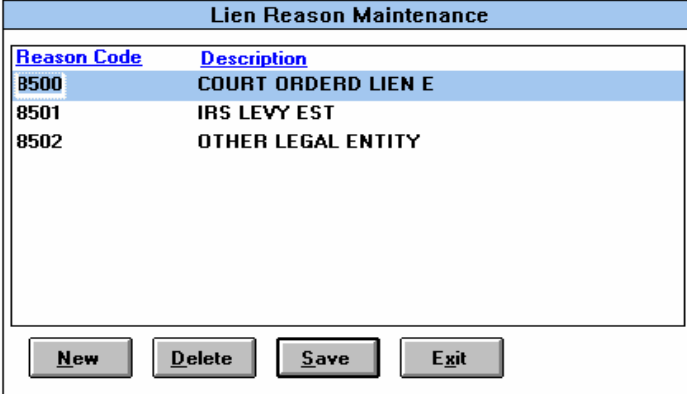
Click the **Save** button to save the information entered.

Click the **Exit** button to exit this window.

Section 20: Lien Reason Maintenance Window

Introduction

The Lien Reason Maintenance Codes window is used to enter and update setup reason code(s) associated with lien setup transactions.



Reason Code	Description
8500	COURT ORDERD LIEN E
8501	IRS LEVY EST
8502	OTHER LEGAL ENTITY

New Delete Save Exit

Figure 20.1 – Lien Reason Maintenance Window

Field Information

Field Name: REASON CODE

Description - Numeric portion of the reason code table

Format - Four numeric characters

Features - Drop-down box (Please refer to the Tables Section under Lien Setup Reason Codes for a list of valid values)

Edit - None

To Correct - N/A

Field Name: DESCRIPTION

Description - Specific reason code being added or updated

Format - 32 alphanumeric characters

Features - Drop-down box (Please refer to the Tables Section under Lien Setup Reason Codes for a list of valid values)

Edit - None

To Correct - N/A

Other Messages

None

System Information

PBL - FINC02.PBL

Window - W_LIEN_REASONS

Menu - NONE

Data Windows - DW_LIEN_REASONS

System Features

Click the **New** button to enter a new reason code.

Click the **Delete** button to delete a reason code.

Click the **Save** button to save the information entered.

Click the **Exit** button to exit this window.

Section 21: Lien Disposition Reason Maintenance Window

Introduction

The Lien Disposition Reason Maintenance Codes window is used for entering and updating reason code(s) used on the lien disposition window. **This window can only be updated by an EDS Information Analyst.**

Lien Disposition Reason Maintenance		
Reason Code	Description	User Selectable?
8510	CYCLE ACTIVITY	N
8511	DEC LIEN HOLDER INIT	Y
8512	DEC PAYMENT REC	Y
8513	INCREASE LIEN HLD IN	Y
8514	RELEASE OF LIEN	Y

Figure 21.1 – Lien Disposition Reason Maintenance Window

Field Information

Field Name: REASON CODE

Description -Numeric value of the reason code table

Format - Four numeric characters

Features - (Please refer to the Tables Manual Section under Lien Disposition Reason Codes for a list of valid values)

Edit - None

To Correct - N/A

Field Name: DESCRIPTION

Description - Specific reason code being added or updated

Format - Float

Features - (Please refer to the Tables Manual Section under Lien Disposition Reason Codes for a list of valid values)

Edit - None

To Correct - N/A

Field Name: USER SELECTABLE

Description - Indicates if the reason code is available for manual disposition entries

Format - One alpha character

Features - None

Valid values:

Y Yes

N No

Edit - None

To Correct - N/A

Other Messages

None

System Information

PBL - FINC02.PBL

Window - W_LIEN_DISPOSITION_REASONS

Menu - NONE

Data Windows - DW_LIEN_DISPOSITION_REASONS

System Features

Click the **New** button to enter a new reason code.

Click the **Delete** button to delete a reason code.

Click the **Save** button to save the information entered.

Click the **Exit** button to exit this window.

Section 22: Financial Institution Selection Window

Introduction

The Financial Institution Selection window is used for viewing financial institutions. Financial Institution information is maintained for lien holders that have payments transmitted via EFT.

Figure 22.1 – Financial Institution Selection Window

The screenshot shows a window titled "Financial Institution Selection". Below the title bar is a menu bar with "File" and "Applications". The main area contains a table with two columns: "ABA Number" and "Financial Institution". The table has two rows of data. The first row is highlighted with a blue background. At the bottom of the window are three buttons: "New", "Select", and "Exit".

ABA Number	Financial Institution
111111111	DAVE'S BANK OF MONEY AND TOASTERS
123456789	LEWIS NATIONAL

Financial Institution Selection	
File	Applications
New	Ad hoc Reporting
Select	Claims
Exit	Financial
Exit IndianaAIM	Managed Care
	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 22.2 – Financial Institution Selection Window Menu Tree

Figure 22.2 is an illustration of a menu bar for the Financial Institution Selection window. The menu titles on this illustration reflect the overall menu commands and window options on the Financial Institution Selection window.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title and a drop-down box displays. Use the mouse and click the command or press the Alt key plus the underscored letter of the desired command.

Menu Selection: File

This command provides the following options:

New - Opens a new Financial Institution window

Select - Selects the Financial Institution window desired when highlighted

Print - Print the screen, window, or the data window

Exit - Returns to the previous window

Exit IndianaAIM - Exits IndianaAIM

Menu Selection: Applications

This menu option allows access to all the functional areas available in the IndianaAIM system.

Ad hoc Reporting - Click **Ad hoc Reporting** to access the Ad hoc Reporting Menu

Claims - Click **Claims** to access the Claims Menu

Financial - Click **Financial** to access the Financial Menu

Managed Care - Click **Managed Care** to access the Managed Care Menu

MARS - Click **MARS** to access the MARS Menu

Prior Authorization - Click **Prior Authorization** to access the Prior Authorization Menu

Provider - Click **Provider** to access the Provider Menu

Recipient - Click **Recipient** to access the Recipient Search window

Reference - Click **Reference** to access the Reference Menu

Security - Click **Security** to access the Security Menu

SURS - Click **SURS** to access the SURS Menu

Third Party Liability - Click **Third Party Liability** to access the Third Party Liability Menu

Field Information

Field Name: ABA NUMBER

Description - Indicates the bank routing number of the financial institution

Format - Nine numeric characters

Features - System Generated

Edit - None

To Correct - N/A

Field Name: FINANCIAL INSTITUTION

Description - Name of the lien holder financial institution

Format - 39 alphanumeric characters

Features - System Generated

Edit - None

To Correct - N/A

Other Messages

None

System Information

PBL - FINC02.PBL

Window - W_FINANCIAL_INST

Menu - M_PROV_SEL

Data Window - DW_PROV_FINANCIAL_INST_SEL

System Features

Click the **New** button to type a new Financial Institution's information.

Click the **Select** button to select the information typed.

Click the **Exit** button to exit this window.

Section 23: Financial Institution Maintenance Window

Introduction

The Financial Institution Maintenance window is used to type data relating to a financial institution. A financial institution must be on file before a lien holder can be added.

The screenshot shows a window titled "Financial Institution Maintenance" with a menu bar containing "File", "Edit", and "Applications". The main area contains the following fields:

- ABA Number:
- Financial Institution:
- Street Address 1:
- Street Address 2:
- City/State: -
- Zip: -
- Phone: - Ext:

At the bottom of the window are three buttons: "New", "Save", and "Exit".

Figure 23.1 – Financial Institution Maintenance

Financial Institution Maintenance		
File	Edit	Applications
New	Copy	Ad hoc Reporting
Save	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 23.2 – Financial Institution Maintenance Window Menu Tree

Figure 23.2 is an illustration of the menu tree for the Financial Institution Maintenance window. The menu titles on this illustration reflect the overall menu commands and window options on the Financial Institution Maintenance window.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title and a drop-down box displays. Use the mouse and click the command or press the Alt key plus the underscored letter of the desired command.

Menu Selection: File

This command provides the following options:

New - Opens a new Financial Institution Maintenance window

Save - Saves the information added to the Financial Institution window

Print - Print the screen, window, or the data window

Exit - Returns to the previous window

Audit – Displays the audit trail for Financial Institution Maintenance dispositioned

Exit IndianaAIM - Exits IndianaAIM

Menu Selection: Edit

This menu command allows you to make adjustments to the data typed.

Copy - Copies text to be transferred to another area or application

Paste - Pastes cut or copied text from another area within the financial functional area.

Cut - Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows access to all the functional areas available in the IndianaAIM system.

Ad hoc Reporting - Click **Ad hoc Reporting** to access the Ad hoc Reporting Menu

Claims - Click **Claims** to access the Claims Menu

Financial - Click **Financial** to access the Financial Menu

Managed Care - Click **Managed Care** to access the Managed Care Menu

MARS - Click **MARS** to access the MARS Menu

Prior Authorization - Click **Prior Authorization** to access the Prior Authorization Menu

Provider - Click **Provider** to access the Provider Menu

Recipient - Click **Recipient** to access the Recipient Search window

Reference - Click **Reference** to access the Reference Menu

Security - Click **Security** to access the Security Menu

SURS - Click **SURS** to access the SURS Menu

Third Party Liability - Click **Third Party Liability** to access the Third Party Liability Menu

Field Information

Field Name: ABA NUMBER

Description - Bank account number to which the EFT is transferred.

Format - Nine numeric characters

Features - None

Edit - 91029 ABA Number must be numeric!

To Correct - Type a valid ABA Number

Edit - 91032 ABA Number may not be zero!

To Correct - Type a valid ABA Number

Edit - 91038 ABA Number must be nine characters!

To Correct - Type a valid ABA Number

Edit - 10016 ABA Number already exists on file!

To Correct - Type a new ABA Number

Field Name: FINANCIAL INSTITUTION

Description - Name of the lien holder financial institution

Format - 39 alphanumeric characters

Features - None

Edit - 91037 Financial Institution Field is Required!

To Correct - Type a financial institution

Field Name: STREET ADDRESS 1

Description - Primary address of the financial institution

Format - 32 alphanumeric characters

Features - None

Edit - 5001 Address information must be present!

To Correct - Type an address

Field Name: STREET ADDRESS 2

Description - Secondary address of the financial institution

Format - 32 alphanumeric characters

Features - None

Edit - None

To Correct - N/A

Field Name: CITY

Description - City of the financial institution

Format - 15 alphanumeric characters

Features - None

Edit - 5035 City is invalid!

To Correct - Type a valid city

Edit - 91034 City must contain only A-Z, 0-9!

To Correct - Verify and type a valid City

Field Name: STATE

Description - State of the financial institution

Format - Two alpha characters

Features - None

Edit - 91036 Invalid State code!

To Correct - Type a valid state code

Field Name: ZIP CODE

Description - Zip code of the financial institution

Format - Five numeric characters

Features - None

Edit - 9024 Zip Code must be numeric!

To Correct - Type a valid zip code

Edit - 91059 Zip Code must be five characters!

To Correct - Verify and type a valid zip code

Field Name: ZIP CODE EXTENSION

Description - The zip code extension of the financial institution

Format - Four numeric characters

Features - None

Edit - 91029 Zip Code Suffix must be numeric!

To Correct - Verify and type a valid Zip Code Suffix

Edit - 91059 Zip Code Suffix must be four characters!

To Correct - Verify and type a valid zip code suffix

Field Name: PHONE

Description - Telephone number of the payee

Format - 10 numeric characters ((999) 999-9999)

Features - None

Edit - 91006 Telephone Field is Required!

To Correct - Type a telephone number

Edit - 91029 Phone Number must be numeric!

To Correct - Verify and type a valid Phone Number

Edit - 91061 Phone Number must be 10 characters!

To Correct - Verify and type a valid phone number

Field Name: EXTENSION

Description - Extension number of the financial institution's phone number

Format - Four numeric characters (9999)

Features - None

Edit - 9026 Telephone extension must be numeric!

To Correct - Type a valid telephone extension

Other Messages

Edit - 8004 No Changes typed!

To Correct - N/A

System Information

PBL - FINC02.PBL

Window - W_FINANCIAL_INST

Menu - M_PROV_MAINT

Data Window - DW_PROV_FINANCIAL_INST_MAINT

System Features

Click the **New** button to type new Financial Institution information.

Click the **Save** button to save the information typed.

Click the **Exit** button to exit this window.

Section 24: Payment Holds History Selection Window

Introduction

This window is not used at this time; however it does exist and can be used in the future.

The Payment Holds History Selection window displays all holds by control number. It could be used by EDS and IFSSA to inquire and access the maintenance window for a specific claim payment hold.

Payment Holds History Selection			
File Applications			
Control Number	Reason Code	Effective From	Effective Thru
94334006	8600	1994/05/30	1994/11/29
94334005	8600	1994/06/30	1994/11/29
94334004	8600	1994/07/30	1994/11/29
94334003	8600	1994/08/30	1994/11/29
94334002	8600	1994/09/30	1994/11/29
94334001	8600	1994/09/30	1994/11/29
94334000	8600	1994/09/30	1994/11/29
94332003	8600	1994/11/28	1994/11/28
94332002	8600	1994/11/28	1994/11/28

New Select Exit

Figure 24.1 – Payment Holds History Selection Window

Payment Holds History Selection	
File	Applications
New	Ad hoc Reporting
Select	Claims
Print	Financial
Exit	Managed Care
Exit IndianaAIM	MARS
	Prior Authorization
	Provider
	Recipient
	Reference
	Security
	SURS
	Third Party Liability

Figure 24.2 – Payment Holds History Selection Window Menu Tree

Figure 24.2 is an illustration of the menu bar for the Payment Holds History Selection window. The menu titles on this illustration reflect the overall menu commands and window options on the Payment Holds History Selection window.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title and a drop-down box displays. Use the mouse and click the **command** or press the **Alt** key plus the underscored letter of the desired command.

Menu Selection: File

This command provides the following options:

New - Opens the Payment Holds Setup/Maintenance window

Select - Opens the Payment Holds Setup/Maintenance window of the highlighted information

Print - Print the screen, window, or the data window

Exit - Returns to the previous window

Exit IndianaAIM - Exits IndianaAIM

Menu Selection: Applications

This menu option allows access to all the functional areas available in the IndianaAIM system.

Ad hoc Reporting - Click **Ad hoc Reporting** to access the Ad hoc Reporting Menu

Claims - Click **Claims** to access the Claims Menu

Financial - Click **Financial** to access the Financial Menu

Managed Care - Click **Managed Care** to access the Managed Care Menu

MARS - Click **MARS** to access the MARS Menu

Prior Authorization - Click **Prior Authorization** to access the Prior Authorization Menu

Provider - Click **Provider** to access the Provider Menu

Recipient - Click **Recipient** to access the Recipient Search window

Reference - Click **Reference** to access the Reference Menu

Security - Click **Security** to access the Security Menu

SURS - Click **SURS** to access the SURS Menu

Third Party Liability - Click **Third Party Liability** to access the Third Party Liability Menu

Field Information

Field Name: CONTROL NUMBER

Description - Number to track claim payment holds through the IndianaAIM system.

Format - Eight numeric characters (YYJJSSSS)

Features - Propagated from the Claim Payment Hold Table

YY Year

JJJ Julian Date

SSS Sequence

Edit - None

To Correct - N/A

Field Name: REASON CODE

Description - Explains the reason for the claim payment hold and which authorizing agent requested the hold

Format - Four numeric characters

Features - Drop-down box (Please refer to the Tables Manual Section under Claim Payment Hold Reason Codes for a list of valid values) Propagated from the Claim Payment Hold Table

Edit - None

To Correct - N/A

Field Name: *EFFECTIVE FROM*

Description - Indicates claim payment hold start date

Format - Eight numeric characters (CCYYMMDD)

Features - Propagated from the Claim Payment Hold Table

Edit - None

To Correct - N/A

Field Name: *EFFECTIVE THRU*

Description - Indicates the date when the claim payment hold is released. If no release date was given at the time of entry; this field defaults to 2299/12/31 until updated via IFSSA request

Format - Eight numeric characters (CCYYMMDD)

Features - Propagated from the Claim Payment Hold Table

Edit - None

To Correct - N/A

Other Messages

None

System Information

PBL - FINC02.PBL

Window - W_PAY_HOLD_LIST

Menu - M_BASE_LIST_RETRIEVE

Data Windows - DW_PAY_HOLD_SELECT

System Features

Click the **New** button to access and type a new claim payment hold.

Click the **Select** button to access the Setup/Maintenance window of the highlighted line.

Click the **Exit** button to exit window.

Double click a selected line to access the Setup/Maintenance window for that claim payment hold.

Section 25: Payment Holds Setup/Maintenance Window

Introduction

The Payment Hold Setup/Maintenance window is used to establish criteria and initiate a new claim payment hold and to view information on an existing payment hold.

Payment Holds Setup/Maintenance

File Edit Applications Options

Control Number: 94334006 Reason Code: IFSSA Medicaid author

Effective Date From: 1994/05/30 Thru: 1994/11/29

Payment Hold Selection Criteria

Claim received date from: 0000/00/00 Thru: 0000/00/00

Claim Date of Service from: 0000/00/00 Thru: 0000/00/00

Include/Exclude Indicators

Claim Types	Providers	Provider Types	Programs
Include	Include	Include	Include
Claim Type	Provider	Provider Type	Program

New Key Field

[Text Box] Inquire

Reasons New Delete Save Exit

Figure 25.1 – Payment Holds Setup/Maintenance Window

Payment Holds Setup/Maintenance			
File	Edit	Applications	Options
New	Copy	Ad hoc Reporting	Inquire
Save	Paste	Claims	
Delete	Cut	Financial	
Print		Managed Care	
Exit		MARS	
Audit		Prior Authorization	
Exit IndianaAIM		Provider	
		Recipient	
		Reference	
		Security	
		SURS	
		Third Party Liability	

Figure 25.2 – Payment Holds Setup/Maintenance Window Menu Tree

Figure 25.2 is an illustration of the menu bar for the Payment Holds Setup/Maintenance window. The menu titles on this illustration reflect the overall menu commands and window options on the Payment Holds Setup/Maintenance window.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title and a drop-down box displays. Use the mouse and click the **command** or press the **Alt** key plus the underscored letter of the desired command.

Menu Selection: File

This command provides the following options:

New - Opens a new Payment Hold window

Save - Saves the information added to the Payment Hold window

Delete - Deletes the Payment Hold information typed

Print - Print the screen, window, or the data window

Exit - Returns to the previous window

Audit - Displays the audit trail for Payment Holds

Exit IndianaAIM - Exits IndianaAIM

Menu Selection: Edit

This menu command allows adjustments to be made to the data typed.

Copy - Copies text to be transferred to another area or application

Paste - Pastes cut or copied text from another area within the financial functional area.

Cut - Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows access to all the functional areas available in the IndianaAIM system.

Ad hoc Reporting - Click **Ad hoc Reporting** to access the Ad hoc Reporting Menu

Claims - Click **Claims** to access the Claims Menu

Financial - Click **Financial** to access the Financial Menu

Managed Care - Click **Managed Care** to access the Managed Care Menu

MARS - Click **MARS** to access the MARS Menu

Prior Authorization - Click **Prior Authorization** to access the Prior Authorization Menu

Provider - Click **Provider** to access the Provider Menu

Recipient - Click **Recipient** to access the Recipient Search window

Reference - Click **Reference** to access the Reference Menu

Security - Click **Security** to access the Security Menu

SURS - Click **SURS** to access the SURS Menu

Third Party Liability - Click **Third Party Liability** to access the Third Party Liability Menu

Menu Selection: Options

This command allows access to another window without closing the current window.

Inquire - Provides the capability to inquire about a specific Payment Hold

Field Information

Field Name: CONTROL NUMBER

Description - Number to track claim payment holds through the IndianaAIM system. The control number is assigned by the user.

Format - Eight numeric characters (YYJJSSS)

Features - None

YY Year

JJJ Julian Date

SSS Sequence

Edit - 91029 Control Number must be numeric

To Correct - Type a Control Number

Edit - 9021 Control Number Julian days invalid!

To Correct - Type a valid Control Number

Edit - 91019 Record already exists!

To Correct - Type a valid Control Number

Field Name: REASON CODE

Description - Explains the reason for the claim payment hold and which authorizing agent requested the hold

Format - Float

Features - Drop-down box (Please refer to the Tables Manual Section under Claim Payment Hold Reason Codes for a list of valid values)

Edit - None

To Correct - N/A

Field Name: EFFECTIVE DATE (From)

Description - Start date of claim payment hold

Format – Eight numeric characters (CCYYMMDD)

Features - None

Edit - 91006 Effective Date Field is Required!

To Correct - Type an effective date

Field Name: EFFECTIVE DATE (Thru)

Description - Date claim payment hold is released. If no release date given, field defaults to 2299/12/31

Format - Eight numeric characters (CCYYMMDD)

Features - None

Edit - 91020 End Date must be \geq Effective Date!

To Correct - Type a valid effective date

Field Name: CLAIM RECEIVED DATE (From)

Description - Claim receipt 'from' date to be applied as hold criteria

Format - Eight numeric characters (CCYYMMDD)

Features - None

Edit - 9022 From Date must be $>$ zero when thru date typed!

To Correct - Type a valid Date

Field Name: CLAIM RECEIVED DATE (Thru)

Description - Claim receipt 'thru' date that is applied as hold criteria

Format - Eight numeric characters (CCYYMMDD)

Features - None

Edit - 91020 End Date must be \geq Effective Date!

To Correct - Type a valid Date

Field Name: CLAIM DATE OF SERVICE (From)

Description - Indicates 'from' date of service of a claim that is applied as hold criteria

Format – Eight numeric characters (CCYYMMDD)

Features - None

Edit - 9022 From Date must be $>$ zero when thru date typed!

To Correct - Type a valid Date

Field Name: CLAIM DATE OF SERVICE (Thru)

Description - 'Thru' date of service of a claim that is applied as hold criteria

Format - Eight numeric characters (CCYYMMDD)

Features - None

Edit - 91020 End Date must be \geq Effective Date!

To Correct - Type a valid Date

Field Name: CLAIM TYPES

Description – Provides access to the Claim type Selection window. When a specific claim type(s) is selected as claim payment hold criteria, select include or exclude and go to the Claim Type Selection window to select relevant claim types

Format - Float

Features - Drop-down box

- Valid values:
- Include
- Exclude

Edit - None

To Correct - N/A

Field Name: PROVIDERS

Description - Used to access the Provider Selection window. If a specific provider(s) is to be selected as claim payment hold criteria, then choose include or exclude and go to the Provider Selection window to key relevant Provider(s).

Format - Float

Features - Drop-down box

- Valid values:
- Include
- Exclude

Edit - None

To Correct - N/A

Field Name: PROVIDER TYPES

Description - When specific provider type(s) is selected as claim payment hold criteria, select include or exclude and go to the Provider Type Selection window to select relevant Provider Types

Format - Float

Features - Drop-down box

- Valid values:
- Include
- Exclude

Edit - None

To Correct - N/A

Field Name: PROGRAMS

Description - Used to access the Program Selection window. If a specific Health Coverage Program Code(s) is selected as claim payment hold criteria, select include or exclude and go to the Program Selection window to select relevant Programs.

Format - Float

Features - Drop-down box

- Valid values:
- Include
- Exclude

Edit - None

To Correct - N/A

Field Name: NEW KEY FIELD

Description - Allows inquiry into a claim payment hold

Format - Eight numeric characters (YYJJSSSS)

Features - None

Edit - 91006 Control Number Field is Required!

To Correct - Type a Control Number

Edit - 91011 Record not found - please try again!

To Correct - Type a valid Control Number

Other Messages

Edit - 8004 No Changes Keyed!

To Correct - N/A

System Information

PBL - FINC02.PBL

Window - W_PAY_HOLD_MAINT

Menu - M_BASE_MAINT

Data Windows - DW_PAY_HOLD_MAINT

System Features

Click the **Inquire** button to inquire on a new control number.

Click the **New** button to clear window and access a new Claim Payment Hold Setup/Maintenance window.

Click the **Save** button to save the information entered.

Click the **Delete** button to delete the information entered if the effective date is still in the future.

Click the **Exit** button to exit this window.

Click the **Reasons** button to access the Reason Code Maintenance window.

Click the **Claim Type** button to access the Claim Type selection window.

Click the **Provider** button to access the Provider Selection window.

Click the **Provider Type** button to access the Provider Type Selection window.

Click the **Program** button to access the Program Selection window.

Section 26: Payment Hold Claim Type Selection Window

Introduction

The Payment Hold Claim Type Selection window is used for selecting a specific claim type to be included or excluded from the payment hold.

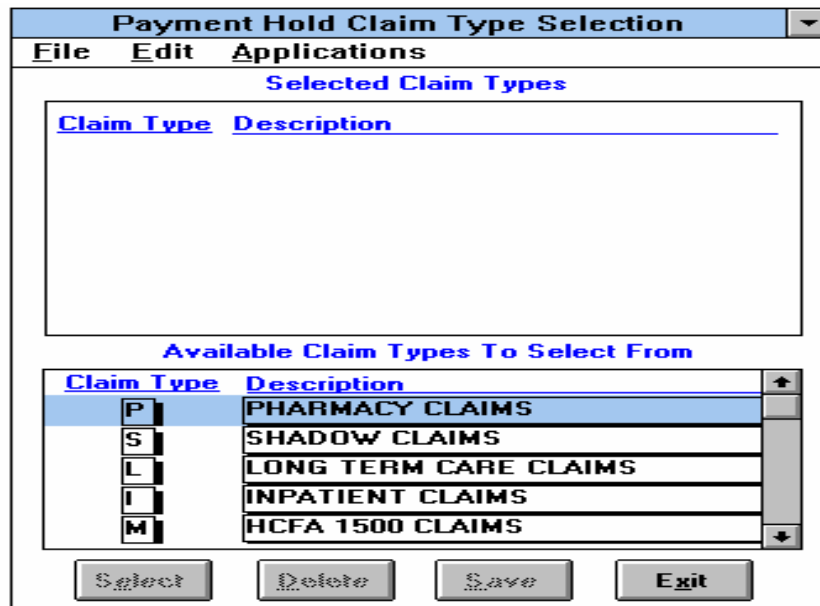


Figure 26.1 – Payment Hold Claim Type Selection Window

Payment Hold Claim Type Selection		
File	Edit	Applications
New	Copy	Ad hoc Reporting
Save	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 26.2 – Financial Institution Maintenance Window Menu Tree

Figure 26.2 is an illustration of the menu tree for the Payment Hold Claim Type Selection window. The menu titles on this illustration reflect the overall menu commands and window options on the Payment Hold Claim Type Selection window.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title and a drop-down box displays. Use the mouse and click the **command** or press the **Alt** key plus the underscored letter of the desired command.

Menu Selection: File

This command provides the following options:

New - Opens a new Payment Hold window

Save - Saves the information added to the Payment Hold window

Delete - Deletes the Payment Hold information typed

Print - Print the screen, window, or the data window

Exit - Returns to the previous window

Audit - Displays the audit trail for Payment Holds

Exit IndianaAIM - Exits IndianaAIM

Menu Selection: Edit

This menu command allows you to make adjustments to the data typed.

Copy - Copies text to be transferred to another area or application

Paste - Pastes cut or copied text from another area within the financial functional area.

Cut - Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows access to all the functional areas available in the IndianaAIM system.

Ad hoc Reporting - Click **Ad hoc Reporting** to access the Ad hoc Reporting Menu

Claims - Click **Claims** to access the Claims Menu

Financial - Click **Financial** to access the Financial Menu

Managed Care - Click **Managed Care** to access the Managed Care Menu

MARS - Click **MARS** to access the MARS Menu

Prior Authorization - Click **Prior Authorization** to access the Prior Authorization Menu

Provider - Click **Provider** to access the Provider Menu

Recipient - Click **Recipient** to access the Recipient Search window

Reference - Click **Reference** to access the Reference Menu

Security - Click **Security** to access the Security Menu

SURS - Click **SURS** to access the SURS Menu

Third Party Liability - Click **Third Party Liability** to access the Third Party Liability Menu

Field Information

Field Name: CLAIM TYPE

Description - If a specific claim type is selected, then the include or exclude indicator must also be selected

Format - One alpha character

Features - Drop -down box (Please refer to the Tables Manual Section under Claim Types for a list of valid values)

Edit - None

To Correct - N/A

Field Name: DESCRIPTION

Description - This field describes the specific claim type included or excluded

Format - Float

Features - Drop-down box (Please refer to the Tables Manual Section under Claim Types for a list of valid values)

Edit - None

To Correct - N/A

Other Messages

None

System Information

PBL - FINC02.PBL

Window - W_PAY_HOLD_CLM_TYPE_SELECT

Menu - NONE

Data Windows - DW_PAY_HOLD_CLM_TYP

DW_PAY_HOLD_CLM_TYP_SELECT

System Features

Click the **Select** button to move the highlighted line to the upper window. (Select)

Click the **Delete** button to move the highlighted line in the upper window to the lower window. (De-select)

Click the **Save** button to save the selections made.

Click the **Exit** button to exit this window.

Section 27: Payment Hold Provider Selection Window

Introduction

The Payment Hold Provider Selection window is used for entering a specific provider to include or exclude from the payment hold.

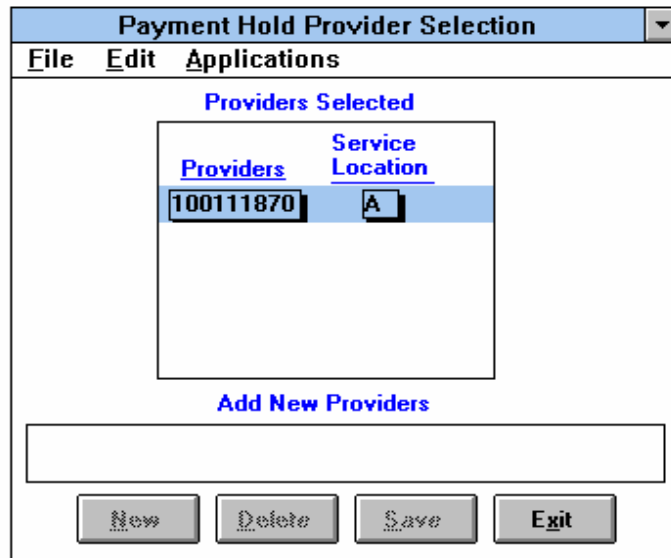


Figure 27.1 – Payment Hold Provider Selection Window

Payment Hold Provider Selection		
File	Edit	Applications
New	Copy	Ad hoc Reporting
Save	Paste	Claims
Print	Cut	Financial
Exit		Managed Care
Audit		MARS
Exit IndianaAIM		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 27.2 – Financial Institution Maintenance Window Menu Tree

Figure 27.2 is an illustration of the menu tree for the Payment Hold Provider Selection window. The menu titles on this illustration reflect the overall menu commands and window options on the Payment Hold Provider Selection window.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title and a drop-down box displays. Use the mouse and click the **command** or press the **Alt** key plus the underscored letter of the desired command.

Menu Selection: File

This command provides the following options:

New - Opens a new Payment Hold window

Save - Saves the information added to the Payment Hold window

Delete - Deletes the Payment Hold information typed

Print - Print the screen, window, or the data window

Exit - Returns to the previous window

Audit - Displays the audit trail for Payment Holds

Exit IndianaAIM - Exits IndianaAIM

Menu Selection: Edit

This menu command allows you to make adjustments to the data typed.

Copy - Copies text to be transferred to another area or application

Paste - Pastes cut or copied text from another area within the financial functional area.

Cut - Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows access to all the functional areas available in the IndianaAIM system.

Ad hoc Reporting - Click **Ad hoc Reporting** to access the Ad hoc Reporting Menu

Claims - Click **Claims** to access the Claims Menu

Financial - Click **Financial** to access the Financial Menu

Managed Care - Click **Managed Care** to access the Managed Care Menu

MARS - Click **MARS** to access the MARS Menu

Prior Authorization - Click **Prior Authorization** to access the Prior Authorization Menu

Provider - Click **Provider** to access the Provider Menu

Recipient - Click **Recipient** to access the Recipient Search window

Reference - Click **Reference** to access the Reference Menu

Security - Click **Security** to access the Security Menu

SURS - Click **SURS** to access the SURS Menu

Third Party Liability - Click **Third Party Liability** to access the Third Party Liability Menu

Field Information

Field Name: PROVIDERS

Description - Number indicates which provider payments are included or excluded in the claim payment hold

Format - Nine numeric characters (999999999)

Features - None

Edit - 91011 Record not found - please try again!

To Correct - Type a valid Provider Number

Field Name: SERVICE LOCATION

Description – Code that identifies the provider service location

Format - One alpha character

Features - System Generated

Edit - 5058 Provider Service Location is Required!

To Correct - Type a valid service location

Field Name: PROVIDERS

Description – Number that indicates which provider payments are included or excluded in the claim payment hold

Format - Nine numeric characters (999999999)

Features - None

Edit - None

To Correct - N/A

Field Name: SERVICE LOCATION

Description – Code that identifies the provider service location

Format - One alpha character

Features - System Generated

Edit - None

To Correct - N/A

Other Messages

None

System Information

PBL - Finc02.Pbl

Window - W_PAY_HOLD_PROV

Menu - NONE

Data Windows - DW_PAY_HOLD_PROV

DW_PAY_HOLD_PR_TYPE_SELECT

System Features

Click the **New** button to enter a new provider number.

Click the **Delete** button to se-select the highlighted provider number.

Click the **Save** button to save the information entered.

Click the **Exit** button to exit this window.

Section 28: Payment Hold Provider Type Selection Window

Introduction

The Payment Hold Provider Type Selection window is used for selecting a specific provider type included or excluded from the payment hold.

Payment Hold Provider Type Selection

File Edit Applications

Provider Types Selected

Type	Description
------	-------------

Available Provider Types to Select From

Type	Description
01	Hospital
02	Ambulatory Surgical Center (ASC)
03	Extended Care Facility
04	Rehabilitation Facility
05	Home Health Agency

Select Delete Save Exit

Figure 28.1 – Payment Hold Provider Type Selection Window

Payment Hold Provider Type Selection		
File	Edit	Applications
Save	Copy	Ad hoc Reporting
Print	Paste	Claims
Exit	Cut	Financial
Audit		Managed Care
Exit Indiana AIM		MARS
		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 28.2 – Payment Hold Provider Type Selection Window Menu Tree

Figure 28.2 is an illustration of the menu tree for the Payment Hold Provider Type Selection window. The menu titles on this illustration reflect the overall menu commands and window options on the Payment Hold Provider Type Selection window.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title and a drop-down box displays. Use the mouse and click the **command** or press the **Alt** key plus the underscored letter of the desired command.

Menu Selection: File

This command provides the following options:

Save - Saves the information added to the Payment Hold window

Print - Print the screen, window, or the data window

Exit - Returns to the previous window

Audit - Displays the audit trail for Payment Holds

Exit IndianaAIM - Exits IndianaAIM

Menu Selection: Edit

This menu command allows you to make adjustments to the data typed.

Copy - Copies text to be transferred to another area or application

Paste - Pastes cut or copied text from another area within the financial functional area.

Cut - Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows access to all the functional areas available in the IndianaAIM system.

Ad hoc Reporting - Click **Ad hoc Reporting** to access the Ad hoc Reporting Menu

Claims - Click **Claims** to access the Claims Menu

Financial - Click **Financial** to access the Financial Menu

Managed Care - Click **Managed Care** to access the Managed Care Menu

MARS - Click **MARS** to access the MARS Menu

Prior Authorization - Click **Prior Authorization** to access the Prior Authorization Menu

Provider - Click **Provider** to access the Provider Menu

Recipient - Click **Recipient** to access the Recipient Search window

Reference - Click **Reference** to access the Reference Menu

Security - Click **Security** to access the Security Menu

SURS - Click **SURS** to access the SURS Menu

Third Party Liability - Click **Third Party Liability** to access the Third Party Liability Menu

Field Information

Field Name: TYPE

Description - Indicates the provider type selected as criteria for the claim payment hold. When a specific provider type is selected, the include or exclude indicator must be selected.

Format - Two alphanumeric characters

Features - (Please refer to the Tables Manual Section under Provider Types for a list of valid values)

Edit - None

To Correct - N/A

Field Name: DESCRIPTION

Description - Field describes the specific provider type included or excluded.

Format - Float

Features - (Please refer to the Tables Manual Section under Provider Types for a list of valid values)

Edit - None

To Correct - N/A

Other Messages

None

System Information

PBL - FINC02.PBL

Window - W_PAY_HOLD_PR_TYPE_SELECT

Menu - NONE

Data Windows - DW_PAY_HOLD_PR_TYPE

DW_PAY_HOLD_PR_TYPE_SELECT

System Features

Click the **Select** button to move the highlighted line to the upper window.

Click the **Delete** button to move the highlighted line in the upper window to the lower window.

Click the **Save** button to save the selections made.

Click the **Exit** button to exit this window.

Section 29: Payment Hold Program Selection Window

Introduction

The Program Code Selection window is used for selecting the programs that are to be included or excluded in the claim payment hold.

Payment Hold Program Selection	
File Edit Applications	
Programs Selected	
Program	Description
MA	Medicaid

Available Programs To Select From	
Program	Description
EP	Early & Periodic Screening & Dev. Testing (EPSDT)
AR	ARCH
WC	Waiver - Care-Coordination
WD	Waiver - Developmentally Disabled
WH	Waiver - HIV/AIDS Case Management
WF	Waiver - Medically Fragile Children

Select Delete Save Exit

Figure 29.1 – Payment Hold Program Selection Window

Payment Hold Program Selection		
File	Edit	Applications
Save	Copy	Ad hoc Reporting
Print	Paste	Claims
Exit	Cut	Financial
Audit		Managed Care
Exit IndianaAIM		MARS
		Prior Authorization
		Provider
		Recipient
		Reference
		Security
		SURS
		Third Party Liability

Figure 29.2 – Payment Hold Program Window Menu Tree

Figure 29.2 is an illustration of the menu tree for the Payment Hold Program window. The menu titles on this illustration reflect the overall menu commands and window options on the Payment Hold Program Selection window.

Menu Bar

The menu bar is located below the window title bar and contains the heading for the list of commands or window options.

The list of available commands or window options displays in a drop-down box. If a command or window option is faded, the command or window option is not available at this time.

A command or window option is selected by the following methods:

1. Click on the command or window option title.
2. Click on the desired option title and a drop-down box displays. Use the mouse and click the **command** or press the **Alt** key plus the underscored letter of the desired command.

Menu Selection: File

This command provides the following options:

Save - Saves the information added to the Payment Hold window

Print - Print the screen, window, or the data window

Exit - Returns to the previous window

Audit - Displays the audit trail for Payment Holds

Exit IndianaAIM - Exits IndianaAIM

Menu Selection: Edit

This menu command allows you to make adjustments to the data typed.

Copy - Copies text to be transferred to another area or application

Paste - Pastes cut or copied text from another area within the financial functional area.

Cut - Deletes the text and places it on the clipboard.

Menu Selection: Applications

This menu option allows access to all the functional areas available in the IndianaAIM system.

Ad hoc Reporting - Click **Ad hoc Reporting** to access the Ad hoc Reporting Menu

Claims - Click **Claims** to access the Claims Menu

Financial - Click **Financial** to access the Financial Menu

Managed Care - Click **Managed Care** to access the Managed Care Menu

MARS - Click **MARS** to access the MARS Menu

Prior Authorization - Click **Prior Authorization** to access the Prior Authorization Menu

Provider - Click **Provider** to access the Provider Menu

Recipient - Click **Recipient** to access the Recipient Search window

Reference - Click **Reference** to access the Reference Menu

Security - Click **Security** to access the Security Menu

SURS - Click **SURS** to access the SURS Menu

Third Party Liability - Click **Third Party Liability** to access the Third Party Liability Menu

Field Information

Field Name: PROGRAM

Description - Indicates the Health Coverage Programs selected as criteria for the claim payment hold.

Format - Two alphanumeric characters

Features - (Please refer to the Tables Manual Section under Indiana Health Coverage Programs for a list of valid values)

Edit - None

To Correct - N/A

Field Name: DESCRIPTION

Description – This field describes the specific program code associated with the claim payment hold

Format - Float

Features - (Please refer to the Tables Manual Section under Indiana Health Coverage Programs for a list of valid values)

Edit - None

To Correct - N/A

Other Messages

None

System Information

PBL - FINC02.PBL

Window - W_PAY_HOLD_PGM_CDE_SELECT

Menu - NONE

Data Windows - DW_PAY_HOLD_PGM_CDE

DW_PAY_HOLD_PGM_CDE_SELECT

System Features

Click the **Select** button to move the highlighted line to the upper window.

Click the **Delete** button to move the highlighted line in the upper window to the lower window.

Click the **Save** button to save the selected program codes.

Click the **Exit** button to exit this window.

Section 30: Payment Hold Reason Codes Window

Introduction

The Payment Hold Reason Codes window is used for typing and updating reason code(s) used for payment holds.

The screenshot shows a window titled "Payment Hold Reason Codes". Inside the window is a table with two columns: "Code" and "Description". The table contains four rows of data. Below the table are three buttons: "New", "Save", and "Exit".

Code	Description
8600	IFSSA Medicaid authorized hold
8610	IFSSA 590 authorized hold
8620	CSHCS authorized hold
8630	ARCH authorized hold

Figure 30.1 – Payment Hold Reason Codes Window

Field Information

Field Name: CODE

Description - Numeric value of the reason code

Format - Four numeric characters

Features - Drop-down box (Please refer to the Tables Manual Section under Claim Payment Hold Reason Codes for a list of valid values)

Edit - None

To Correct - N/A

Field Name: DESCRIPTION

Description - This field describes the specific reason code added or updated

Format - Float

Features - Drop-down box (Please refer to the Tables Manual Section under Claim Payment Hold Reason Codes for a list of valid values)

Edit - None

To Correct - N/A

Other Messages

None

System Information

PBL - FINC02.PBL

Window - W_PAY_HOLD_REASONS

Menu - NONE

Data Windows - DW_PAY_HOLD_REASONS

System Features

Click the **New** button to enter a new reason code.

Click the **Save** button to save the information entered.

Click the **Exit** button to exit this window.

Section 31: Tables Section

Accounts Receivable Batch Ranges

Accounts Receivable Batch Ranges	
Codes	Description
950 – 952	A/R - manual setup (Misc.)
953	A/R manual setup (Tax Assessment)
954	A/A manual setup (Misc.)
960 – 964	A/R - manual setup (SURS)
970 – 974	A/R - manual setup (Fraud)
980 – 984	A/R - manual setup (OFE)
990 – 994	A/R - manual setup (Check Advance)

Accounts Receivable Disposition Reason Codes

Accounts Receivable Disposition Reason Codes	
Code	Description
8430	A/R increase - state directed
8431	A/R increase - interest applied
8432	A/R increase - SURS directed
8433	A/R increase - misc.
8434	A/R decrease - state directed
8435	A/R decrease - SURS directed
8436	A/R decrease - cash receipt applied
8437	A/R decrease - provider over-refund applied
8438	A/R decrease liquidating A/R
8439	A/R decrease - misc.
8440	A/R write-off
8441	A/R decrease - claim offset applied
8442	A/R decrease – interest applied
8443	A/R increase - TPL directed
8444	A/R decrease - TPL directed
8445	A/R decrease - established for wrong provider
8446	A/R decrease - stop paid system check applied
8447	A/R increase - Drug Rebate directed
8448	A/R decrease - Drug Rebate directed

Accounts Receivable Disposition Reason Codes	
Code	Description
8449	A/R increase – Drug Rebate interest
8450	A/R re-established - Voided System Check
8451	A/R decrease – Claim Offset

Accounts Receivable Setup Reason Codes

Accounts Receivable Setup Reason Codes	
Code	Description
8400	A/R - result of claim adjustment
8401	A/R - Manual setup (SURS)
8402	A/R - Manual setup (Fraud)
8403	A/R - Manual setup (OFE)
8404	A/R - Manual setup (IFSSA)
8405	A/R - Manual setup (Tax Assessments - Monthly)
8406	A/R - Manual setup (Unspecified)
8407	A/R - Manual setup (Converted A/R Non Risk)
8408	A/R - Manual setup (TPL Special Project)
8409	A/R - Manual setup (Drug Rebate)
8410	A/R - Manual setup (SURS interest)
8411	A/R - Manual setup (Claims older than 3 years)
8412	A/R - Manual setup (Check advance)
8413	A/R - Manual setup (Check advance - risk-related)
8414	A/R - Manual setup (Returned Meds from NF)
8415	A/R - Manual setup (ISDH Civil Penalties)
8419	A/R - Manual setup (Transfer of account)
8420	A/R - result of claim adjustment (Risk)
8421	A/R - Manual setup (Tax Assessments Rate Increases)
8424	A/R - Manual setup (IFSSA, risk related)
8427	A/R - Manual setup (Converted A/R risk)
8428	A/R - Manual setup (1994-98 Tax Assessment Recon)
8429	A/R - Manual setup (Monthly Tax Assessment Rate Recon)

Accounts Receivable Tracking Status Reasons

Accounts Receivable Tracking Status Reasons	
Code	Description
0001	Provider Agreement
0002	Bankruptcy
0003	Attorney Generals Office
0004	Initial Call
0005	Second Call
0006	Research
0007	30 Day Demand Letter
0008	60 Day Demand Call
0009	Transfer Letter
0010	Transferred
0011	Returned Mail
0012	Check Being Sent
0013	Provider Rep
0014	SUR
0015	Provider Deceased
0016	Corp. Dissolved
0017	Claim Activity
0018	Refuse to Pay
0019	Currently Uncollectible
020	CHOW

Cash Control Batch Ranges

Cash Control Batch Ranges	
Batch Number	Cash Receipt Type
900-904	Attorney/Casualty
901	Birth Expenditures
905-909	Provider Refunds –(TPL)
906	TPL Provider Requested Letters
910-914	Provider Refund - Non TPL
913	Hospice Recoupment
915-917	Insurance Company Recoveries (NON HMS)
918	HMS Recoveries
919	Insurance Company Recoveries (NON HMS)

Cash Control Batch Ranges	
Batch Number	Cash Receipt Type
920-921	590 Program Refunds
922-923	CSHCS Program Refunds
924-925	ARCH Program Refunds
930	System Check Post Office Returns
934	System Check Provider Returns
939	System Check Voids
940-949	Credit Balance Projects
946	A/R payments
950	SURS Refunds (under HCE)
955	Indiana Health Coverage Programs Fraud (HCE)
960	Drug Rebate – Manufacturer Payments *End-dated at EDS 12/31/2002
964	Drug Rebate – Credits *End-dated at EDS 12/31/2002
965	Drug Rebate – Provider Refunds * End dated at EDS 12/31/2002
997	RTS – Follow up Required
998	RTS
999	Non-Specific

Cash Disposition Reason Codes

Cash Disposition Reason Codes	
Code	Description
8040	Provider initiated full claim refund - duplicate payment
8041	Provider initiated full claim refund - wrong provider paid
8042	Provider initiated full claim refund - wrong recipient number
8043	Provider initiated full claim refund - wrong NDC/procedure/modifier code
8044	Provider initiated full claim refund - wrong units of service
8045	Provider initiated full claim refund - TPL (other insurance) related
8046	Provider initiated full claim refund - TPL Medicare related
8047	Provider initiated full claim refund - wrong service date(s)
8048	Provider initiated full claim refund - wrong patient liability
8049	Provider initiated full claim refund - wrong charge (billed) amount
8050	Wrong EFT provider
8051-8058	Reserved for future use
8059	Provider initiated full claim refund - misc. or unspecified error

Cash Disposition Reason Codes	
Code	Description
8060	EDS requested full claim refund - duplicate payment, Myers & Stauffer
8061	EDS requested full claim refund - wrong provider paid, ACS/PBM
8062	EDS requested full claim refund - wrong recipient number
8063	EDS requested full claim refund – wrong NDC/ procedure/ modifier
8064	EDS requested full claim refund - wrong units of service
8065	EDS requested full claim refund - TPL (other health insurance) related
8066	EDS requested full claim refund - TPL Medicare related
8067	EDS requested full claim refund - wrong service date(s)
8068	EDS requested full claim refund - wrong patient liability
8069	EDS requested full claim refund - wrong charge (billed) amount
8070-8078	Reserved for future use
8079	EDS requested full claim refund - misc. or unspecified
8160	Provider initiated overpayment refund adjustment - duplicate payment
8161	Provider initiated overpayment refund adjustment – wrong NDC/ procedure/ modifier
8162	Provider initiated overpayment refund adjustment - wrong units of service
8163	Provider initiated overpayment refund adjustment - wrong patient liability amount
8164	Provider initiated overpayment refund adjustment - TPL (other health insurance) related
8165	Provider initiated overpayment refund adjustment - TPL Medicare related
8166	Provider initiated overpayment refund adjustment - wrong service date(s)
8167	Provider initiated overpayment refund adjustment - wrong submitted charge
8168 – 8178	Reserved for future use
8179	Provider initiated overpayment refund adjustment - misc. or unspecified
8180	SURS requested overpayment refund adjustment - duplicate payment,, Myers & Stauffer
8181	SURS requested overpayment refund adjustment – wrong NDC/ procedure/ modifier
8182	SURS requested overpayment refund adjustment – wrong units of service
8183	SURS requested overpayment refund adjustment – wrong patient liability amount
8184	SURS requested overpayment refund adjustment – TPL (other health insurance) related
8185	SURS requested overpayment refund adjustment – TPL Medicare related
8186	SURS requested overpayment refund adjustment – wrong service date(s)
8187	SURS requested overpayment refund adjustment – wrong charge (billed) amount
8188 – 8198	Reserved or future use

Cash Disposition Reason Codes	
Code	Description
8199	SURS requested overpayment refund adjustment – misc. or unspecified
8220	Non Claim Specific Refund – TPL (other health Insurance) related
8221	Non Claim Specific Refund – TPL (Medicare related)
8222	Non Claim Specific Refund – TPL (special projects)
8223	Non Claim Specific Refund – SURS
8224	Non Claim Specific Refund – Audit interests
8225	Non Claim Specific Refund – Returned medication from nursing homes
8226	Check recd by EDS for claim not in history
8227 - 8228	Reserved for future use
8229	Non Claim Specific Refund – Misc.
8230	Claim void
8302	Provider payout – over refund (sys)
8303	Provider payout – over refund (man)
8306	Check recd by EDS for claim ADJ on previous ADJ claim
8327	TPL Health over refund – system generated
8328	TPL Health over refund – manual check
8329	TPL Casualty over refund – system generated
8330	TPL Casualty over refund – manual check
8331	TPL Reason
8332- 8349	Reserved for future use
8350	Expenditure void
8351	Admin fee expenditure void
8352	Capitation expenditure void
8353	Claim Interest Void
8399	Stop-Pay Manual Check Re-issue
8436	A/R decrease – cash receipt applied to principal
8437	A/R decrease – provider over-refund applied
8438	A/R DEC-Cash receipt applied – interest
8441	A/R decrease – cash receipt applied to interest
8450	A/R Re-Est due to voided check
8511	Decrease to original lien amount – payment received
8520	Drug rebate application
8521	Drug rebate credit

Claim Types

Claim Types	
Code	Description
A	UB 92 Inst X-Overs
B	CMS 1500 X-Overs
C	UB 92 Outp X-Overs
D	Dental
E	Encounter
F	Financial
H	Home Health
I	Inpatient
L	Long Term Care
M	CMS 1500
O	Outpatient
P	Pharmacy
Q	Compound Drug Claim
S	Shadow

County Codes

County Codes					
Code	County	Code	County	Code	County
01	ADAMS	34	HOWARD	67	PUTNAM
02	ALLEN	35	HUNTINGTON	68	RANDOLPH
03	BARTHOLOMEW	36	JACKSON	69	RIPLEY
04	BENTON	37	JASPER	70	RUSH
05	BLACKFORD	38	JAY	71	ST. JOSEPH
06	BOONE	39	JEFFERSON	72	SCOTT
07	BROWN	40	JENNINGS	73	SHELBY
08	CARROLL	41	JOHNSON	74	SPENCER
09	CASS	42	KNOX	75	STARKE
10	CLARK	43	KOSCIUSKO	76	STEUBEN
11	CLAY	44	LAGRANGE	77	SULLIVAN
12	CLINTON	45	LAKE	78	SWITZERLAND
13	CRAWFORD	46	LAPORTE	79	TIPPECANOE
14	DAVISS	47	LAWRENCE	80	TIPTON
15	DEARBORN	48	MADISON	81	UNION

County Codes					
Code	County	Code	County	Code	County
16	DECATUR	49	MARION	82	VANDERBURGH
17	DEKALB	50	MARSHALL	83	VERMILLION
18	DELAWARE	51	MARTIN	84	VIGO
19	DUBOIS	52	MIAMI	85	WABASH
20	ELKHART	53	MONROE	86	WARREN
21	FAYETTE	54	MONTGOMERY	87	WARRICK
22	FLOYD	55	MORGAN	88	WASHINGTON
23	FOUNTAIN	56	NEWTON	89	WAYNE
24	FRANKLIN	57	NOBLE	90	WELLS
25	FULTON	58	OHIO	91	WHITE
26	GIBSON	59	ORANGE	92	WHITLEY
27	GRANT	60	OWEN	94	IFSSA
28	GREENE	61	PARKE	98	OOS-WARD CRT
29	HAMILTON	62	PERRY	99	OUT-OF-STATE
30	HANCOCK	63	PIKE		
31	HARRISON	64	PORTER		
32	HENDRICKS	65	POSEY		
33	HENRY	66	PULASKI		

Claim Batch Ranges

Claim Batch Ranges	
Claim Type	Batch Range
Crossover	
UB92 Inst A	000-015
HCFA 1500 B	016-049
UB92 Outpt C	000-015
Dental (ADA)	050-099
Inpatient (UB92)	100-129
Outpatient (UB92)	130-149
Long Term Care (UB92)	150-249
Home Health (UB92)	250-299
Pharmacy (Drug)	300-599
HCFA 1500	600-899
Financial	900-999

Claim Payment Hold Reason Codes

Claim Payment Hold Reason Codes	
Code	Description
8600	IFSSA (Medicaid) authorized hold
8610	IFSSA (590) authorized hold
8620	IFSSA (CSHCS) authorized hold
8630	IFSSA (ARCH) authorized hold
8640	IFSSA (Disability Exams) authorized hold

Region Codes

Region Codes	
Code	Description
10	Paper
11	Paper with Attachments
12	CCF
15	Paper claim with no provider ID
20	Electronic
21	Electronic claims with attachments
22	Shadow (Encounter)
23	Electronic Crossovers using PES
25	Point of Service
26	Point of Service with Attachments
33	For later use
40	Converted Claims
41	Converted 590 Claims
45	Converted Suspended Adjustment Claims
46	Converted 590 Suspended Adjustment Claims
47	Converted credits
48	Converted voids
49	Recipient linking claims
50	Adjustment – Non Check Related
51	Adjustment – Check Related
52	Shadow Claim Adjustments
53	Shadow Claim Adjustments (Mass)
54	Mass Adjustments – Void transactions
55	Mass Adjustments – Institutional Retro Rate

Region Codes	
Code	Description
56	Mass Adjustments – System Generated
57	Mass Adjustments – Reprocessed by EDS System Engineers
58	Adjustments – Processed by EDS SE
59	POS reversal adjustments
60	Non-Claim specific financial transactions
70	HMO Capitation
80	Claims Processed by EDS System Engineers
90	Special Projects
99	Converted claim with duplicate ICN

EFT Status

EFT Status
Description
Pre-Notification
Active
Interrupt
Canceled

Expenditure Setup Reason Codes

	Codes	Description
	8300	Provider payout - system generated
	8301	Provider payout - manual check
	8302	Provider payout - over refund (system)
	8303	Provider payout - over refund (manual)
	8304	Provider payout - advance (system)
	8305	Provider payout - check advance (manual)
	8306	Check for previous adjusted claim
	8307	Provider Payout - manual check (balance of stop paid check applied to A/R)
	8319	Q1-2 Buy – in pay
	8321	HIPP payment - system generated
	8322	HIPP payment - manual check
	8323	TPL Health payment - system generated
	8324	TPL Health payment - manual check

	Codes	Description
	8325	TPL Casualty payment - system generated
	8326	TPL Casualty payment - manual check
	8327	TPL Health over refund - system generated
	8328	TPL Health over refund - manual check
	8329	TPL Casualty over refund - system generated
	8330	TPL Casualty over refund - manual check
	8331	Outside AIM - manual check
	8332	Outside AIM system generated
	8335	Conventional Administrative Fee Schedule
	8336	Interest Before 2/14
	8510	Cycle Activity

Expenditure Payee Types

Expenditure Payee Types	
Code	Description
C	TPL Carrier
O	Other
P	Provider
R	Recipient
Y	County

Lien Disposition Reason Codes

Lien Disposition Reason Codes	
Code	Description
8510	Cycle Activity
8511	Decrease to original lien amount received by lien holder
8512	Decrease to original lien amount - payment received
8513	Increase to original lien amount received by lien holder
8514	Release of lien received by lien holder

Lien Setup Reason Codes

Lien Setup Reason Codes	
Code	Description
8500	Court ordered lien established
8501	IRS levy established
8202	Other legal entity lien established
8503	Back up withholding

Indiana Health Coverage Programs

Indiana Health Coverage Programs	
Code	Description
MA	Medicaid Program
59	590 Program
CS	Children's Special Health Care Services
MR	Disability Determination
AR	Assistance to Residents in County Homes
K2	Hoosier Healthwise Package C- Children's Health Plan (CHIP)

Provider Types

Provider Types			
Code	Description	Code	Description
01	Hospital	010	Acute Care Hospital
		011	Psychiatric Hospital
		012	Rehabilitation Hospital
02	Ambulatory Surgical Center	020	Ambulatory Surgical Center
03	Extended Care Facilities	030	Nursing Home/ Nursing Facilities
		031	Intermediate Care Facility for the Mentally Retarded (ICF/MR)
		032	Pediatric Nursing Facility
		033	Group Home/Residential Care Facility
04	Rehabilitation Facility	040	Rehabilitation Facility
05	Home Health Agency	050	Home Health Agency
06	Hospice	060	Hospice Agency
07	Capitation Provider	070	Risk Based managed Care (RBMC)
		071	Managed Care Org. (MCO)

Provider Types			
Code	Description	Code	Description
		072	Prepaid Health Plan (PHP)
		073	Competitive Medical Plans (CMP)
08	Clinic	080	Federally Qualified Health Clinic (FQHC)
		081	Rural Health Clinic (RHC)
		082	Medical Clinic
		083	Family Planning Clinic
		084	Nurse Practitioner Clinic
		085	Title V Clinic
		086	Dental Clinic
		087	Therapy Clinic
09	Advance Practice Nurse	090	Pediatric Nurse Practitioner
		091	Obstetric Nurse Practitioner
		092	Family Nurse Practitioner
		093	Nurse Practitioner (Other)
		094	Certified Registered Nurse Anesthetist (CRNA)
		095	Certified Nurse Midwife
10	Mid-level Practitioner	100**	Physician Assistant
		101**	Anesthesiology Assistant
11	Mental Health Provider	110	Out Patient Mental Health Clinic
		111	Community Mental Health Center
		112**	Psychologist
		113**	Certified Psychologist
		114	Health Service Provider in Psychology (HSPP)
		115**	Master Of Social Work (MSW)
		116**	Clinical Social Worker
		117**	Psychiatric Nurse
12	School Corporation	120	School Corporation
13	Public Health Agency	130	County Health Department
14	Podiatrist	140	Podiatrist
15	Chiropractor	150	Chiropractor
16	Nurse	160	Registered Nurse (RN)
		161	Licensed Practical Nurse (LPN)
		162	Registered Nurse Clinical (RNC)
17	Therapist	170	Physical Therapist
		171	Occupational Therapist

Provider Types			
Code	Description	Code	Description
		172**	Respiratory Therapist
		173	Speech /-Hearing Therapist
18	Optometrist	180	Optometrist
19	Optician	190	Optician
20	Audiologist	200	Audiologist
21	Case Manager (Targeted)	210	Care Coordinator for Pregnant Women
		211	HIV Case Manager
		212	CSHCN Care Coordinator
		213	Targeted Case Manager
22	Hearing Aid Dealer	220	Hearing Aid Dealer
23	Dietitian	230**	Registered Dietitian
24	Pharmacy	240	Pharmacy
25	DME/Medical Supply Dealer	250	DME/Medical Supply Dealer
26	Transportation Provider	260	Ambulance
		261	Air Ambulance
		262	Bus
		263	Taxi
		264	Common Carrier (Ambulatory)
		265	Common Carrier (Non-Ambulatory)
		266	Family Member
27	Dentist	270	Endodontist
		271	General Dentistry Practitioner
		272	Oral Surgeon
		273	Orthodontist
		274	Pediatric Dentist
		275	Periodontist
		276	Mobile Dental Vant
		277	Prosthesis
28	Laboratory	280	Independent Laboratory
		281	Mobile Laboratory
29	Radiology Provider	290	Freestanding X-Ray Clinic
		291	Mobile X-Ray Clinic
30	End Stage Renal Disease Clinic	300	Freestanding Renal Dialysis Clinic
31	Physician	310	Allergist
		311	Anesthesiologist
		312	Cardiologist

Provider Types			
Code	Description	Code	Description
		313	Cardiovascular Surgeon
		314	Dermatologist
		315	Emergency Medicine Practitioner
		316	Family Practitioner
		317	Gastroenterologist
		318	General Practitioner
		319	General Surgeon
		320	Geriatric Practitioner
		321	Hand Surgeon
		322	Internist (with Subspecialty) Subspecialty List: Adult Critical Care Medicine Adolescent Medicine
		323	Neonatologist
		324	Nephrologist
		325	Neurological Surgeon
		326	Neurologist
		327	Nuclear Medicine Practitioner
		328	OB/GYN
		329	Hematologist/Oncologist
		330	Ophthalmologist
		331	Orthopedic Surgeon
		332	Otologist, Laryngologist, Rhinologist
		333	Pathologist
		334	Pediatric Surgeon

Provider Types			
Code	Description	Code	Description
		335	Pediatrician (with Subspecialty) Subspecialty List Adolescent Medicine Diagnostic Lab Immunology Developmental Pediatrics Medical Toxicology Neonatal-Perinatal Medicine Pediatric Allergy Pediatric Cardiology Pediatric Critical Care Medicine Pediatric Dermatology Pediatric Emergency Medicine Pediatric Endocrinology Pediatric Gastroenterology Pediatric Hematology-Oncology Pediatric Infectious Diseases Pediatric Nephrology Pediatric Neurology Pediatric Otolaryngology Physical Medicine & Rehabilitation Pediatric Pulmonology Pediatric Rheumatology Pediatric Sports & Fitness Medicine Pediatric Urology
		336	Physical Medicine & Rehab Practitioner
		337	Plastic Surgeon
		338	Proctologist
		339	Psychiatrist
		340	Pulmonary Disease Specialist
		341	Radiologist
		342	Thoracic Surgeon
		343	Urologist
		344	General Internist (without Subspecialty)
		345	General Pediatrician (without Subspecialty)
32	Waiver Provider	350	Aged and Disabled Waiver
		351	Autism Waiver
		352	ICF/MR Waiver (
		353	OBRA Developmentally Disabled Waiver

Provider Types			
Code	Description	Code	Description
		354	Medically Fragile Children's Waiver
		356	Traumatic Brain Injury Waiver

*Note: Provider types identified by ** are not eligible to receive a Medicaid number. Services they render under the supervision of an enrolled practitioner are billed with the appropriate modifier on a CMS- 1500 claim form with the supervising practitioner's provider number in box 24K.*

Return to Sender Reason Codes

Return to Sender Reason Codes	
Code	Description
R01	No Signature On Check
R02	Does Not Belong to Indiana Medicaid
R03	No Documentation
R04	Check Not Filled Out Completely
R05	Further Endorsement by Other Party is Required
R20	Adjustment Past Filing Limit
R21	Invalid/Missing RID No.
R22	Detail Info. Missing/Invalid
R23	Spenddown Deductible Form (8A) Is Missing
R24	Adjustment Submitted For Denied Claim
R25	Claim Paid Appropriately
R99	Misc./Unspecified

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